

## **JFS MGR CHS- Family Services Supervisor (2528-12)**

### **Deadline to Apply:**

April 26, 2021

### **Work Location:**

Hamilton County Job and Family Services  
222 East Central Parkway  
Cincinnati, OH 45202

### **Work Hours:**

80 Hours Bi-Weekly

### **Starting Salary:**

\$ 28.75 an hour

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: [Inventory of Criminal Offenses Ruling Out Consideration for Hire](#). Convictions from this list may disqualify a candidate for employment with HCJFS.

### **Requirements (Education, Experience, Licensure, Certification):**

- Bachelor's degree in Social Work, Human Services, or other closely related field (i.e. those fields that involve the provision of direct services and the assumption of case responsibility, with training in social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, and/or marriage and family therapy, etc.) **Plus**, a combination of three (3) years of related direct service and administrative experience **OR**
- Associate degree in Social Work, Human Services, Psychology, Special Education, Therapeutic Recreation, Sociology, Criminal Justice, Public Administration or other closely related field (i.e. those fields that involve the provision of direct services and the assumption of case responsibility, with training in social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, and/or marriage and family therapy, etc.) from an accredited college or university; **AND** Five (5) years of related direct service and administrative experience
- Must have a car, valid driver's license issued by the state of residency and required auto liability insurance.
- Note: Serves on-call 24hours/7 days a week

### **POSITIONS SUPERVISED:**

Children's Services Caseworkers, Children's Services Specialized Caseworkers

### **KNOWLEDGE, SKILLS AND ABILITIES:** (\*Indicates can be developed after employment)

**Knowledge of:** Management and supervision; OAC and ORC as relevant to Children's Services Practice including Out of Home Care statutes, Safety Decision Making, Children's Services Policy and Procedure\*, Hamilton County policy and procedures\*, employee training & development; case management; agency policies and procedures; resource planning; treatment team concepts; interviewing; socioeconomic differences, equity and inclusion.

**Skill in:** Safety Decision Making, critical thinking, competent decision making,

communication, leadership abilities, family centered/strength-based approach, professionally handling disagreements and stressful situations,

**Ability to:**

Professionally and respectfully communicate, work as a team, assess development needs of staff, creating, supporting, and delivering a plan to address identified need, collect data, establish facts and draw valid conclusions; review and critique cases for missing information collection around child safety; approve or disapprove and make recommendations on assessments; write instructions, specifications, training materials; gather, collate and classify data; establish goals, objectives, policies and procedures; handle sensitive inquiries and contacts; prepare and deliver speeches before general audience; write accurate reports; establish friendly, positive, strength based, atmosphere as supervisor of work unit.

**AGENCY-PREFERRED QUALIFICATIONS:**

- Master's Degree in Social Work (MSW)
- License in Social Work (LSW)

**PHYSICAL and/or MENTAL REQUIREMENTS:**

- Lift and carry children, child car seats, and infant carrier, large case files, and occasionally push a cart containing case files
- Stand entire length of home visit (an hour or longer),
- Conduct home visits during the warmest months of the year (no air conditioning)
- Significant walking to, from, and during home visits, supervised visitation, court, meetings, and other obligations.
- Frequently enter and exit motor vehicle
- Frequently climbing and descending stairs
- Sitting for extended periods while working on the computer, home visits, court, meetings, etc
- Stooping, bending, crouching

**HAZARDOUS and/or WORKING CONDITIONS:**

- Potentially hazardous/dangerous situations and could involve violent/upset clients
- Animals, insects, rodents in family homes
- Unstable Structures
- Must have mobile technology availability during work hours and on an emergency basis for after-hours calls

**BACKGROUND CHECKS REQUIRED:**

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at

### **Job Duties (Summary):**

- Supervises Specialized Assessment Caseworkers whose primary job responsibility is to determine child safety by responding to and assessing Specialized and Third-Party Intake Reports when the maltreater is responsible for the care of a child in an out-of-home care setting (i.e. school teacher, day camp counselor, foster parent, kinship provider, pre-finalized adoptive parent, employee of a residential facility, licensed/approved child care provider or facility), has access to child by virtue of his/her employment or affiliation with an institution (i.e. Boy/Girl Scout leader, athletic coach), or has a potential conflict of interest with agency (i.e. employee, contract provider);

Supervises Ongoing Assessments of child safety in response to Intake Reports on open cases in Children's Services Ongoing department;

Manages daily case assignments to unit, provides consultation to staff prior to responding in the field as well as upon initial contact with the family; responsible for making all present and impending danger safety decisions in conjunction with responding staff; provides oversight and approval of the development of present danger safety plans and confirmation of safe environment; consults with Section Chief and Prosecutors as needed on legally authorized out-of-home safety plans; attends Juvenile and Criminal Court Hearings as needed; Responsible for ensuring information collection and confirmation of safe environment in collaboration with responding staff;

- Reads, reviews, and adheres to all Agency and Children's Services Policies. Reviews and approves all Safety, Family, and Specialized Assessments completed by staff;

Ensure all assessment activities, including present and impending danger safety plans, are documented in SACWIS and that written documentation is accurate, detailed, and justifies agency actions; Participates in case transfer conferences; attends Appeal Hearings, field visits, court, legal and administrative reviews as necessary in order to effectively oversee staff and workload; Provides training, consultation and education to staff regarding the safety decision making model, policies, procedures and social work practice; monitors, consults, directs and manages outcomes related to this function; provides coverage as necessary.

- Schedules and participates in individual supervision with staff; monitors staff's performance through weekly supervision where cases are reviewed, consultation occurs and action items documented; Provides education, consultation, development, and information to staff regarding policies, procedures and best practice standards as it relates to safety decision making, caseload management, family engagement; issues performance improvement plans and disciplinary action when necessary; responsible for holding staff accountable and completing staff performance evaluation. Responsible for hiring and ensuring a diverse, culturally competent staff; supporting the development of culturally competent specialized caseworkers; acknowledging and addressing implicit bias of specialized caseworkers on their treatment of children and families.
- Consults with Utilization Management (UM), Ohio Department of Jobs and Family Services (ODJFS), law enforcement, licensing authorities, and Foster Care Quality Review and provides recommendations relating to the ongoing use of an out of home care provider and/or conditions of corrective action. Makes licensing recommendations to licensing agents. Completes required notifications to out-of-home care settings and licensing/supervising authorities as required by state and agency policy

- Reviews and analyzes data management reports; makes unit and staff decisions based on data analysis; Provides any required casework practice on cases to children and families in staff's absence or in accordance with organizational need.
- Attends necessary training as required; must complete a minimum of 60 hours of training in the first year of employment in the supervisory position and 30 hours of in-service training every year thereafter; must complete Supervisor CORE Training
- Performs other related duties as assigned.

If you are seeking more information about this posting, please [CLICK HERE](#).