

JFS MGR - Family Specialist Coach- Children's Services 2556-12

Deadline to Apply: May 10, 2021

Work Location:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

Work Hours: 80 hours biweekly

Starting Salary: \$59,800 annually

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." 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, 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** 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

POSITIONS SUPERVISED:

Children's Services Workers- Family Service Workers

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates developed after employment)

Knowledges of: management; employee training and development; supervision; public relations; human relations; agency policies and procedures*; government structure and process; interviewing; counseling; social sciences (psychology, sociology, social work, or related field); case management; child welfare practices and procedures.

Ability to: define problems, collect data, establish facts & draw valid conclusions; understand manuals and verbal instructions technical in nature; gather, collate and classify information about data, people or things; prepare and deliver speeches before specialized audiences and general public; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as supervisor of work unit; utilize Microsoft Office programs and Genopro*

ESSENTIAL JOB FACTORS:

Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI). Must have cell phone availability during working hours-Cell phone stipend eligible.

In-office and field work required including community and in-home visits, working hours that meet the needs of the child and family, i.e. evenings, weekends, or in excess of 40 hours per week, some infrequent travel outside the service area may be required to pursue placement options.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None.

PREFERRED QUALIFICATIONS:

- Master's Degree in Social Work (MSW).
- Capacity to work among child welfare and court teams
- Excellent written and verbal communication, strong organizational skills and superior time management
- Professional maturity to work independently, while also engaging with peers and supervisory staff
- Superior advocacy skills
- Experience in team persuasion and facilitation, including conflict resolution and negotiation
- Ability to present accurate, timely reporting and closing documents
- Adaptability and flexibility; ability and comfort working with diverse populations in various environments

Job Duties (Summary):

- Supervises 30 Days to Family Specialist workers. This supervision consists of weekly supervision of the Family Specialists; case consultation including reviewing genograms, search tools and family engagement tools. Responsible to ensure fidelity to the 30 Days to Family model. Responsibility to provide support to 30 Days to Family Specialists including; interpreting and articulating the program model, daily check in with each Specialist for technical assistance including kin/relative searching to move a case forward, barrier removal and licensing for placements providers. Assist family services workers and court officials with meeting the Fostering Connection to Success Act, applicable Ohio statutes and policies regarding kin/relative notification and placement
- Manages the intake and referral process for prospective 30 Days to Family. Facilitates communication with referral agencies and court personnel to ensure effective service delivery. Evaluates and discerns how each case and its individualized plan meets benchmarks including; identifying and documenting at least 80 family/kin through family search activities; one primary placement option with at least one backup, completed family engagement tools, placement for at least 70% of youth by case closure, case closure within an average of 30 days and a completed closing packet.
- Provides a climate which encourages a free exchange of ideas and stimulates professional growth. Helps the worker to gain more knowledge of herself/himself and her/his attitudes and their influence upon the consumer. Provides supportive supervision and assistance in covering workloads
- Monitors the flow and completion of the documentation of casework activity (i.e., accurate files and records, closing packet,) for internal and external review. Completes quarterly file reviews for each Specialist. performance evaluations. Accompanies the Specialist to initial meetings and hearings as needed
- Attends required training
- Performs other related duties as required

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

