

Match Facilitator (2756-12)

Deadline to Apply:
October 4, 2021

Work Location:
Hamilton County Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

Work Hours:
80 hours biweekly

Starting Salary:
\$18.48 - \$25.13 hourly

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):

- Completion of Associates core program in social or behavioral science
- 18 months experience in delivery of social work or related services in government, community, or private human services agency
- OR Completion of undergraduate core program in social or behavioral science
- 12 months experience in delivery of social work or related services in governmental, community, or private human services agency
- Equivalent combination of education and experience may be substituted for the degree requirements above.

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- SACWIS
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years,
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee

Job Duties (Summary):

- Serves as Match Committee (MC) facilitator and facilitate weekly MC and Pre Adoptive Staffings. Manages all aspects of MC activities including ensuring timely and accurate documentation is gathered and disseminated for each match agenda and meets established OAC and HCJFS guidelines. All duties conducted in accordance with the Consent decree and Corrective Action Resolution Plan and HCJFS Match Protocol. Completes all OAC mandated match documentation in SACWIS. Digitally records all match proceedings. Maintains electronic record of Match Committee voting process; coordinates Match

Committee meetings by permanent teams members (Section Chiefs, community representatives, ProKids, etc.

- Assists in developing procedures to monitor and improve Match Committee; provides training and consultation regarding answers inquiries, secures information; participates in individual and group supervision.
- Maintains and completes all required paperwork; maintains Match Committee meeting files including Signature pages of attendees, voting ballots, recordings and meeting minutes/reports; prepares and distributes written summary to all family conference participants documenting the plan for the child; collects and maintains a database of Match Committee.

Attends necessary training as required.

- Performs other related duties as assigned.

POSITIONS SUPERVISED:

None

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

Knowledge of: facilitation, mediation, conflict resolution, child welfare case management; psychology and/or human behavior or social work group dynamics; available community resources specific to area in which employed; federal and state regulations specific to program services

delivered; agency policies and procedures related to semi annual reviews, child custody and legal aspects of child welfare; interviewing; public speaking.

Ability to: define problems, collect data, establish facts and draw valid conclusions; gather, collate and classify information about data, people, and things; establish rapport with program participants and/or program recipients; prepare meaningful, concise, and accurate reports; deal with a large number of variables and determine specific course of action; handle sensitive inquiries and contacts; mediate conflicts between participants; engage families, providers, community; reinforce family centered practice standards with Family and Children's Services casework staff.

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

