

## Quality Review Coordinator- Safety Culture Coordinator (2464-12)

### Deadline to Apply:

March 8, 2021

### Work Location:

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

### Work Hours:

80 Hours Bi-Weekly

### Starting Salary:

\$ 22.40 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 public administration, business administration, Special Education, Therapeutic Recreation, Sociology, Criminal Justice, Human Services (including a clinical practicum of at least one year), Social Work, or a related field from an accredited college or university; **AND** One (1) year- of experience with a Department of Human Services (DHS) (or comparable department); **OR** One (1) year of experience as a Quality Review Analyst **OR**
- Associate's degree in public administration, business administration, Special Education, Therapeutic Recreation, Sociology, Criminal Justice, Human Services (including a clinical practicum of at least one year), Social Work, or a related field from an accredited college or university; **AND** Three (3) years- of experience with a Department of Human Services (DHS) (or comparable department); **OR** Three(3) years of experience as a Quality Review Analyst

### POSITIONS SUPERVISED:

None.

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

**Knowledge of:** Children's Services practice standards; HCJFS Safety Model; HCJFS/ODJFS PC systems and applications; ORC and OAC as relevant to Children's Services Practice\*

**Skill in:** Critical Thinking; collaboration; building and maintaining relationships to gain trust and confidence

**Ability to:** Articulate and explain the HCJFS Safety Model; Manage and identify barriers and create solutions; understand and prioritize daily activities around child safety; comprehend and execute verbal and written direction; work independently on most tasks; accept constructive feedback and use as an opportunity for personal development; collaborate effectively with a wide range of staff, managers, and administrators; reflect social work principles in work with families and

peers; show initiative to improving Children's Services practices

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

- Bachelor's Degree (Social Work or a related field);
- Two year's Children's Services case work experience

**AGENCY-PREFERRED QUALIFICATIONS:**

- Ability to accurately identify patterns;
- Ability to identify present and impending danger safety threats and caregiver protective capacities;
- Ability to construct and follow present danger and impending danger safety plans;
- Ability to identify sufficiency of information collected to support and justify the safety decision;
- Ability to identify differences between behavior change and compliance

**PHYSICAL and/or MENTAL REQUIREMENTS:**

- Lift and carry children, child car seats, and infant carrier, large case files, training material, and occasionally push a cart containing case files and training materials
- Stand entire length of home visit or training (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
- Potentially seeing and hearing traumatic events/situations

**Job Duties (Summary):**

- The Safety Culture Coordinator serves as an internal consultant, assisting with the agency's Safety Model implementation efforts and ongoing maintenance; Reviews, analyzes, and provides feedback of existing Children's Services operations to maintain and improve safety decision making, efficiency, and casework quality and recommends necessary improvements; Develops and creates tools to enrich knowledge of Safety Model practical application; Facilitates coaching and mentoring experiences with Children Services Caseworkers around Safety Model through learning opportunities and skills practice sessions; Builds and maintains professional, collaborative working relationships with Children's Services staff.; Ensures compliance with Safety Model, Children's Services practice standards and federal, state and local laws and department policies and procedures; Prepares written reports summarizing findings and recommendations; Plans, organizes, and implements methodologies for analysis.
- Conducts review of identified high risk Children's Services cases through Accelerated Safety Analysis Protocol (ASAP) through application of the Safety Review process; Completes Safety Review tool with analysis of critical information as it pertains to safety decision making; Analyzes casework practice with identified cases, identifies trends and provides documented findings; Identifies barriers for completion of follow up and takes an active role to

minimize those barriers; Participates in prompt in-person Safety Reviews, staffing and phone consultations using subject matter expertise (in HCJFS Safety model) with Children Services managers and staff, etc.; Ensures follow up is completed with timeliness and sufficiency with specific urgency when applicable around child safety.

- In collaboration with other supporting sections, assists in development/implementation of new systems, procedures, programs to improve agency casework practice, safety decision making, effectiveness, morale, and/or quality of service through alignment with and support of the Safety Model.
- Attends meetings, conferences, and training.
- Performs other related duties as assigned.