

Social Program Specialist - Family Engagement & Support Coordinator (2212-12)

Deadline to Apply: March 16, 2020

Work Location:

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

Work Hours: Full Time – 80 hours biweekly

Starting Salary: \$18.17/hourly (1,453.60 biweekly)

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):

- Undergraduate degree in a social or behavioral science plus 12 months DHS experience or undergraduate degree in a non-related field plus 18 months DHS experience or an associate degree plus 24 months DHS experience or 36 months DHS experience or equivalent.

Job Duties (Summary):

- Oversees the coordination of the TOP well-being assessment for youth in custody age three and older. Gathers information from caseworker and UM to ensure Consumer Registration and Case Mix Forms are complete and entered into Wellness Check. Coordinates and distributes Clinical Scale form to parents, youth, caretakers, service providers, educators, and GAL's; ensures completion of TOP assessment. Distributes Multi Rater Report to facilitator, caseworker, supervisor, youth age 12 and older and other parties when deemed appropriate. Scans Multi Rater Report into Onbase. Acts as single point of contact for staff to set up access to the Wellness Check system. Manages confidential information from SACWIS and Wellness Check.
- Provides program support and acts as a liaison for SAR and Family Conference Unit. Coordinates and schedules Family Conferences with caseworker, parents, placement providers and GAL's. Ensures completion of CAPMIS and SAR tools prior to Family Conferences and SAR's. Facilitates completion of outstanding items from SAR checklist with caseworker. Schedules ninety day TOP conferences, distributes Clinical Scale and ensures survey completion. Generates SACWIS Single-Sign On and Wellness Check reports, reviews reports to identify changes in circumstances that require action. Manages confidential information from SACWIS, SAR Application and Wellness Check.
- Provides program support to Training Unit. Acts as liaison between regional training center and staff to schedule CORE training, monitor staff completion of yearly training, ensure OAC training compliance and monitor completion of

Individual Training Needs Assessments (ITNA). Input outside casework e training into E-Track system. Schedule and coordinate training with outside sources and community partners.

- Attends necessary approved training as required.
- Performs other related duties as assigned.