

Human Services Supervisor - Revenue Enhancement Manager (2013-12)

Deadline to Apply: September 23, 2019

Work Location:

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

Work Hours: 80 hours biweekly

Starting Salary: \$51,126 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):

Bachelors Degree plus two (2) years of experience in client services case load work; or an equivalent combination of formal education and experience.

AGENCY-PREFERRED QUALIFICATIONS:

- One year of HCJFS Children's Services or Client Services supervisory experience
- Demonstrated knowledge of Federal SSI and IV-E programs
- Ability to navigate SACWIS

POSITIONS SUPERVISED:

Children's Services Benefit Determiners; SSI Case Manager; Eligibility Technician

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

Knowledge of: budgeting; management; supervision; employee training and development; public relations; office practices and procedures; children's services and community service programs, procedures and regulations*; interviewing; agency policies and procedures*.

Ability to: apply principles to solve practical everyday problems; define problems, collect data, establish facts and draw valid conclusions; prepare meaningful, concise and accurate reports; understand state and federal regulations. technical manuals, ability to recognize errors and make corrections; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contracts with officials and general public; establish friendly atmosphere as supervision/team leader of a work unit; maintain relationships with external partners, interview job applicants effectively.

PHYSICAL and/or MENTAL REQUIREMENTS:

Ability to consistently and repetitiously apply eligibility and policy criteria

HAZARDOUS and/or WORKING CONDITIONS:

Long periods of sitting and computer entry

BACKGROUND CHECKS REQUIRED:

Background Check via Ohio Bureau of Criminal Identification Investigation (BCI) and FBI at employment and every ten years following

Job Duties (Summary):

- Provides direct supervision of CS Benefit's Determiners responsible for gathering necessary documentation and completing the required forms for the application and redeterminations of the Foster Care Maintenance program and Medicaid programs. Provides direct supervision of SSI Case Manager responsible for application for social security benefits with the Social Security Administration for children in care and managing payee benefits. Oversees management and monitoring the disposition of medical bills for children in agency custody. Review all work for accuracy, completeness, and for compliance with state and federal regulations. Conducts regular supervisory conferences as a group or individual conferences as required. Monitors all related work functions.
- Conducts regular evaluations of performance of staff. Prepares written reports as assigned. Serves as liaison with supervisory staff in the Children Services and Family & Adult Assistance Divisions. Conducts training of new staff as required. Attends training as required and keeps higher level management informed through regular meetings. Performs other related duties as required.
- Authorize all subsidy and Adoption Assistance Agreements prepared by Adoption Staff and determined by the Benefit Determiner staff. Acts as lead negotiator for Adoption Assistance/Subsidies Negotiation Panel. Reviews all work for accuracy and completeness for compliance with state and federal regulations. Participate and serve as Post Adoption Special Services Coordinator. Approve and submit for reimbursement all Non-Recurring Adoption expenses. Provide direct supervision of Benefit Determiner staff responsible for maintaining all Adoption Assistance Subsidy and State Subsidy cases. Ensure all program requirements are met for continued benefits and in compliance with state and federal regulations.
- Manages the Children's Services Transportation) program including: direct or indirect supervision of staff; Work with Fiscal and Contracting Services and serve as the lead agency resource person regarding Children's Services Transportation contracts; providing effective monitoring and timely and accurate reports regarding efficiency in the processing of program scheduling and maintain direct responsibility for monitoring the current contract with the transportation vendor and budgeting responsibilities. Monitor budget to ensure funding is available for all transportation modes.
- Attends necessary approved training as required.
- Performs other related duties as assigned.