



PORTAGE COUNTY

POSITION AVAILABLE

OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Program Manager - Group Home
POSTING DATE:	Friday, August 9, 2019
DEADLINE TO APPLY:	Friday, August 23, 2019

DEPARTMENT/DIVISION: Job and Family Services/PCSA
IMMEDIATE SUPERVISOR: JFS Director
APPOINTING AUTHORITY: Portage County Board of Commissioners
WORK HOURS: Three Day Shift and Two Evenings as coordinated by the JFS Director and on call as needed
STARTING SALARY: \$ 28.77/hour

MINIMUM QUALIFICATIONS:

Master’s Degree from an accredited college in Social Work or another appropriate human services field and a minimum of four years’ experience in Residential Service Provision and/or supervision; or any combination of training, education, and experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

JOB DESCRIPTION:

Responsible for ensuring all children residing in the agency’s group home are connected to and receiving the appropriate care and services. The Program Manager will be a direct conduit of information between the youth’s case worker, family and the Group Home. The Program Manager will work in partnership with the Clinical Services Manager of the Group Home to provide excellent wrap around services and supports for the children residing in the home. This person will also be responsible for the monitoring of behavioral health related COA and ODMHAS standards, licensing and certification compliance. Supervise and evaluate Social Service Worker III - Group Home. Perform staff supervision of SSW IIIs, including individual staff meetings, to enhance the functioning of the team. Interview, train, schedule, observe, evaluate, discipline and respond to concerns and assure teamwork and clear communication. Responsible for ensuring the goals of each child as established in the Child Service Plan are being met. Coordinate services with the assigned caseworker to implement and carry out individual and family case plan goals. Participate in all schedule Family Team Meetings and meetings with the youth’s assigned case worker. Ensure the documentation and recording of daily behavior and activities of residents, including sleep logs, critical incident reports, police reports, medical files, visitation sheets, and other required reports, logs or communications. Coordinate all educational objectives for the youth residing in the home. Responsible for ensuring child/ren are on target to graduate and will advocate for educational supports and needs as determined necessary.

HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS **MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE** LISTED ABOVE.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: www.co.portage.oh.us OR PICKED UP ON THE 7th FLOOR OF THE ADMINISTRATION BUILDING.
- APPLICATIONS CAN BE FAXED, EMAILED, MAILED OR SUBMITTED IN PERSON FROM 8:00 A.M. TO 4:30 P.M. MONDAY-FRIDAY:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)