

## **JFS Manager - Children's Services, Investigations Supervisor (1976-12)**

**Deadline to Apply:** August 19, 2019

**Work Location:**

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

**Work Hours:** Full Time – 80 hours biweekly

**Starting Salary:** \$58,052.00 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 automatically disqualify a candidate for employment with HCJFS.

**Requirements (Education, Experience, Licensure, Certification):**

- Bachelor's degree in Social Work, Human Services, or other closely related field (i.e. those fields that involve the provision of direct services and the assumption of case responsibility, with training in social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, and/or marriage and family therapy, etc.), or a Bachelor's degree in Public Administration, Business, Law, or other closely related field from an accredited college or university, plus a combination of four (4) years of related direct service and administrative experience.  
Note: Serves on-call 24 hours/7 days a week.
- A criminal records check conducted by the Bureau of Criminal Identification and Investigation and the FBI is required.

Agency Preferred:

- Master's degree in Social Work, Human Services, or other closely related field

**Job Duties (Summary):**

- Manages Children's Services Investigation staff whose job responsibilities include investigations of child abuse, neglect and dependency reports. Oversees the maintenance of daily case assignments. Responsible to ensure that staff completes mandated investigative activities including interviews and home visits as outlined in state regulations and agency policy. Provides education, consultation and information to staff regarding policies, procedures and best practice standards as it relates to cases and caseload management. Consults with the Prosecutors Office as needed. Attends Juvenile and Criminal Court Hearings as needed.
- Reviews and approves all investigations completed by staff for case closure or transfer. Responsible to ensure all investigative activities are documented in SACWIS and that written documentation is accurate and detailed. Responsible for updating Instant Notification Database as needed. Participates in case transfer conferences on serious physical injury and safety plan cases. Attends Appeal Hearings, Prosecutor Review and Legal Forum with staff.

- Schedules and participates in individual and group supervision with staff. Monitors staff's performance through weekly supervision where cases are reviewed, directives given and staff's performance evaluated. Responsible for completing staff performance evaluations. Issues performance improvement plans and disciplinary action when necessary.
- Reviews and analyzes data management reports. Makes unit and staff decisions based on data analysis.
- Provides assistance to children and families in workers absence.
- Attends necessary training as required. Must complete a minimum of 60 hours of training in the first year of employment in the supervisory position and 30 hours of in-service training every year thereafter. Must complete Supervisor CORE Training.
- Performs other related duties as assigned.