

## **Match Facilitator (1917-12)**

**Deadline to Apply: June 17, 2019**

### **Work Location:**

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

### **Work Hours:**

80 hours biweekly

### **Starting Salary:**

\$17.94 hourly

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):**

- Completion of Associates core program in social or behavioral science
- 18 months experience in delivery of social work or related services in government, community, or private human services agency
- OR Completion of undergraduate core program in social or behavioral science
- 12 months experience in delivery of social work or related services in governmental, community, or private human services agency
- Equivalent combination of education and experience may be substituted for the degree requirements above.

### **Job Duties (Summary):**

- Serves as Match Committee (MC) facilitator and facilitate weekly MC and Pre Adoptive Staffings. Manages all aspects of MC activities including ensuring timely and accurate documentation is gathered and disseminated for each match agenda and meets established OAC and HCJFS guidelines. All duties conducted in accordance with the Consent decree and Corrective Action Resolution Plan and HCJFS Match Protocol. Completes all OAC mandated match documentation in SACWIS. Digitally records all match proceedings. Maintains electronic record of Match Committee voting process; coordinates Match Committee meetings by permanent teams members (Section Chiefs, community representatives, ProKids, etc.
- Assists in developing procedures to monitor and improve Match Committee; provides training and consultation regarding answers inquiries, secures information; participates in individual and group supervision.
- Maintains and completes all required paperwork; maintains Match Committee meeting files including Signature pages of attendees, voting ballots, recordings and meeting minutes/reports; prepares and distributes written summary to all

family conference participants documenting the plan for the child; collects and maintains a database of Match Committee.

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