

**NOTICE OF VACANCY-EXTERNAL POSTING**  
Mahoning County Human Resources Office  
21 W. Boardman Street, Suite 300  
Youngstown, OH 44503  
330-740-2130

Position Title:	Child Care Home Inspector	(PCN – 21010 & 21011)
Building/Location:	Oak Hill Renaissance Place, 345 Oak Hill Ave., Youngstown, OH 44501	
Director/Supervisor:	Account Clerk/Social Service Supervisor	
Salary:	\$15.70/hr.	Date Issued: February 7, 2024

**Filing Deadline**

In order to be considered, a County Employment Application must be submitted by **4:30p.m., Thursday February 22, 2024**. Interested individuals may obtain an Application on-line at, [www.mahoningcountyoh.gov](http://www.mahoningcountyoh.gov) or at the Commissioners' Office, 2<sup>nd</sup> floor, 21 West Boardman Street, Youngstown, Ohio. If submitting a resume, it must be accompanied with a County Application. Applications may be submitted by e-mail at: [jobpostings@mahoningcountyoh.gov](mailto:jobpostings@mahoningcountyoh.gov) or submitted to:

Mahoning Board of County Commissioners  
Attn: Human Resources Department  
21 W. Boardman Street, Suite 300  
Youngstown, OH 44503

**Responsibilities:**

Conduct timely and extensive in-home inspections and interview Providers to determine eligibility of initial, on-going and relocation of family childcare licensing, provisional licensing, and voluntary closures. Monitor, inspect and evaluate childcare homes for safety and compliance with licensing requirements, observing children and providers interacting during visits. Complete desk reviews on programs that apply for a Star rating with the State of Ohio by completing on-site observation visits. Upon completion of in-home visits for potential Star rating, make recommendation as to a deferral or an approval for the program; forward to the State for rating and award. Receive, scan and document all required information and forms in the Ohio Child Licensing Quality System (OCLQS) for all children and the childcare staff. Assist and answer inquiries over the telephone from childcare clients, and potential or current licensed Providers in a professional manner. Upon referral from the Supervisor, contact Providers about complaints received from clients or outside agencies; document thoroughly referencing Ohio Revised Code; contact appropriate agency for follow-up. Investigate, document, and propose permanent closures or revocations of a Provider's license when rules and regulations have been violated; prepare file for hearings. Track all inspections and appointments, program visits and complaints accurately. Maintain strict confidentiality and appropriately manage sensitive information.

**Qualifications:**

High School Diploma or G.E.D., and a minimum of one (1) year of experience in a social service setting, early childhood education or development, or day care center, or an equivalent combination of education and experience which provides the essential knowledge and skills. Valid Driver's license with an acceptable driving record. Must have access to, and use of own transportation.

**This is a bargaining unit position.**

THE BOARD OF MAHONING COUNTY COMMISSIONERS IS AN EEO/ADA COMPLIANCE EMPLOYER, AND CONSIDERS QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, CREED, RELIGION, ANCESTRY, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER PROTECTED FACTOR UNDER FEDERAL, STATE OR LOCAL LAW.