

# Morrow County Job and Family Services

619 West Marion Road, Mt. Gilead, Ohio 43338

419-947-9111



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Morrow County Job and Family Services is seeking to fill a full-time Social Services Supervisor I position (Intake and Assessment) for their Family and Children Services Unit.

## **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree in human services related studies and at least one year experience in Child Welfare.

## **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license and maintain required vehicle insurance limits.

## **CLASSIFICATION:**

Social Services Supervisor I – Pay Range 11, starting at \$18.54 per hour (could be higher based on experience).

## **ESSENTIAL FUNCTIONS FOR INTAKE:**

(55%) Supervises the Intake & Assessment Team of the Family & Children Services Unit. Schedules, assigns and reviews work; evaluates performance; completes annual staff evaluations of performance; initiates discipline and commendations. Recommends personnel actions (e.g. promotions, suspensions, terminations, transfers, etc.). Authorizes leaves of absence, sick, and vacation leave. Provides training, guidance and direction. Interviews applicants and makes recommendations for hire. Conducts individual and group staff sessions to discuss changes and concerns. Provides and documents regular supervision of subordinates. Assists coworkers and subordinates in performance of duties. Acts as Supervisor on-call on rotation. Provides direct services to clients in absence of workers, or in difficult or extreme situations; reviews and approves client plans, investigation summaries and other decisions regarding out of home placements. Administers, implements and assists in the development of Unit policies, procedures and services. Ensures all work in the Intake & Assessment Team is in adherence with departmental standards and pertinent government regulations. Advises Administrator of special team needs and/or concerns (i.e. provision of services to families and children). Assists in the coordination of unit activities with other agency units, community and professional organizations, law enforcement agencies, courts and other government programs. Establishes and maintains working relationship with clients, officials and general public. Promotes good public relations. Provides information and makes presentations regarding services. Represents the agency as a member of committees and boards.

(40%) Develops and implements quality assurance system to ensure OAC rule compliance. Completes reviews of case records, including Assessments, case plans, Semi-Annual Administrative Reviews, and all other aspects of protective services family services records, i.e. services done in a timely manner and according to required time frames, SACWIS entries. Provides instruction and training to staff regarding identified compliance issues. Reports findings to the Administrator. Reviews records for approval, transfer and closure recommendation to the Administrator. Reviews records selected for state or federal review.

(5%) Attends meetings as assigned by Administrator. Prepares monthly reports, and other miscellaneous duties as assigned by Administrator.

## **FRINGE BENEFITS:**

- Modified flex work hours
- Health, dental and vision insurance
- Paid sick leave (if leave available)
- Paid vacation (after one year of service)
- OPERS
- Deferred compensation plans available

**Employee Perks:**

- Available IT resources (iPhone)
- On site workout room

Application must accompany resume and may be found on our website ([www.jfs.morrowcountyohio.gov](http://www.jfs.morrowcountyohio.gov)).

Mail, fax or email completed application & resume to: Lisa Peake 619 W. Marion Rd., Mt. Gilead, OH 43338.  
Fax: 419-947-5447. Email: [Lisa.Peake@jfs.ohio.gov](mailto:Lisa.Peake@jfs.ohio.gov).

Applications will be accepted until position is filled.

**NOTE: Due to the volume of applications we receive, we are unable to take phone calls regarding this employment opportunity. Please be assured that your application and resume will be reviewed and we will contact you if we wish to set up an interview.**