

Quality Review Coordinator - Safety Culture Coordinator (1989-12)

**Deadline to Apply:** August 26, 2019

**Work Location:**

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

**Work Hours:** Full Time – 80 hours bi-weekly

**Starting Salary:** \$46,592.00

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 may disqualify a candidate for employment with HCJFS.

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

- BA degree in public administration, business administration, human services, or social work
- Two (2) years experience with a Department of Human Services (DHS) (or comparable department)
- or Two (2) years experience as a Quality Review Analyst
- or equivalent

**POSITIONS SUPERVISED:**

None.

**KNOWLEDGE, SKILLS AND ABILITIES:** (\*Indicates can be developed after employment)

**Knowledge of:** Children's Services practice standards; HCJFS Safety Model; HCJFS/ODJFS PC systems and applications; ORC and OAC as relevant to Children's Services Practice\*

**AGENCY-PREFERRED QUALIFICATIONS:**

- Ability to accurately identify patterns;
- Ability to identify present and impending danger safety threats and caregiver protective capacities;
- Ability to construct and follow present danger and impending danger safety plans;
- Ability to identify sufficiency of information collected to support and justify the safety decision;
- Ability to identify differences between behavior change and compliance

**PHYSICAL and/or MENTAL REQUIREMENTS:**

- Lift and carry children, child car seats, and infant carrier, large case files, training material, and occasionally push a cart containing case files and training materials
- Stand entire length of home visit or training (an hour or longer),
- Conduct home visits during the warmest months of the year (no air conditioning)
- Significant walking to, from, and during home visits, supervised visitation, court, meetings, and other obligations;
- Frequently enter and exit motor vehicle
- Frequently climbing and descending stairs
- Potentially seeing and hearing traumatic events/situations

- Sitting for extended periods while working on the computer, home visits, court, meetings, etc.
- Stooping, bending, crouching

**HAZARDOUS and/or WORKING CONDITIONS:**

- Occasional potentially hazardous/dangerous situations and could involve violent/upset clients
- Animals, insects, rodents in family homes
- Unstable Structures

**BACKGROUND CHECKS REQUIRED:**

- Background Check via Ohio Bureau of Criminal Identification Investigation (BCI) and FBI at employment and every ten years following

**Job Duties (Summary):**

- The Safety Culture Coordinator serves as an internal consultant, assisting with the agency's Safety Model implementation efforts and ongoing maintenance; Reviews, analyzes, and provides feedback of existing Children's Services operations to maintain and improve safety decision making, efficiency, and casework quality and recommends necessary improvements; Develops and creates tools to enrich knowledge of Safety Model practical application; Facilitates coaching and mentoring experiences with Children Services Caseworkers around Safety Model through learning opportunities and skills practice sessions; Builds and maintains professional, collaborative working relationships with Children's Services staff.; Ensures compliance with Safety Model, Children's Services practice standards and federal, state and local laws and department policies and procedures; Prepares written reports summarizing findings and recommendations; Plans, organizes, and implements methodologies for analysis.
- Conducts review of identified high risk Children's Services cases through Accelerated Safety Analysis Protocol (ASAP) through application of the Safety Review process; Completes Safety Review tool with analysis of critical information as it pertains to safety decision making; Analyzes casework practice with identified cases, identifies trends and provides documented findings; Identifies barriers for completion of follow up and takes an active role to minimize those barriers; Participates in prompt in-person Safety Reviews, staffing and phone consultations using subject matter expertise (in HCJFS Safety model) with Children Services managers and staff, etc.; Ensures follow up is completed with timeliness and sufficiency with specific urgency when applicable around child safety.
- In collaboration with other supporting sections, assists in development/implementation of new systems, procedures, programs to improve agency casework practice, safety decision making, effectiveness, morale, and/or quality of service through alignment with and support of the Safety Model.

- Attends meetings, conferences and training.
- Performs other related duties as assigned.