



## Franklin County Children Services

### *POSITION DESCRIPTION*

#### **About us:**

Franklin County Children Services (FCCS) is a large, metropolitan child welfare agency with more than 300 caseworkers and 400 support staff members dedicated to child protection and family stability. FCCS believes in investing our time and resources to attract and hire an engaged, talented, and diverse workforce that is committed to protecting children by strengthening families.

#### **Benefits of working for us:**

Hiring Bonus up to \$1,500; *Low Premium* Medical, Dental, & Vision; OPERS (Ohio Public employment Retirement System); Life Insurance Coverage *at no cost* (up to 50,000); Tuition Reimbursement; EAP Program; *Additional Raises* over the next three years (based on continuous service); Generous personal, vacation, & sick time.

**Job title: Social Program Administrator 1**

**Location: 855 W. Mound St**

**Job Type: Full-Time**

**Starting Salary: \$29.98**

**Key Responsibilities:** We are looking for a dynamic candidate that will design and oversee the implementations of strategies and procedures to advance employee development. The role of the employee will be to oversee programming design and curriculum to support the vision, mission and agency guiding principles; Manage staff projects, timelines related to agency strategic plan for workforce development in a public child welfare agency, etc.

**Qualifications:** MSW and LISW preferred; graduate degree in Human Services related field. Also exp. in developing curriculum, training materials and staff development in public child welfare. Must be organized and able to clearly communicate in both written and oral form.

## **Additional Duties and Responsibilities**

**40%** The employee will work with agency leadership teams to establish an onboarding process for new employees that has a shared language and common understanding that onboarding is consistent across the agency. The onboarding experience will drive and support strategic planning to increase workforce development and retention. The role of the employee will be to oversee programming design and curriculum to support the vision, mission and agency guiding principles. Manages staff projects, timelines related to agency strategic plan for workforce development. Work in collaborative partnership with the Professional Development Director and the Central Ohio Regional Training Center to address agency training needs as requested by ODJFS initiatives resulting from Federal and/or State Legislation and/or the State of Ohio.

**25%** Builds strong, trusting relationships with the agency's leadership teams to drive awareness, commitment, and accountability for employee development. Plans and administers training programs for agency leaders with an avenue for professional development to achieve workforce readiness for advancement. This includes but is not limited to coaching, establishing coaching plans, individual and group training.

**20%** Collaborate with Human Capital Management Team regarding interviewing techniques and selection process to develop an array of options for administrators filling vacancies. Help monitor selection processes for objectivity and equity to help ensure that recommendations for promotions and hires serve the agency's needs. Assess the competency level of selection processes, as well as skills and knowledge gaps of internal candidates to further internal opportunities for advancement.

**10%** Supervises staff in a manner that promotes their professional development and ensures high quality outcomes for workforce development.

**5%** Performs other related duties as assigned.

## **How to Apply**

Please send applications and resumes to [fccshr@fccs.us](mailto:fccshr@fccs.us).

For information on FCCS, including employee benefits and our company culture, visit our website at <https://externalfccsapps.fccs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

*All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*