

At Franklin County Children Services, we are committed to investing our time and resources to attract and hire an engaged, talented and diverse workforce that is committed to protecting children while strengthening families. We have an exciting opportunity as a **Social Program Administrator 2-Intake & Investigations** position available in your area. A short description of this vacancy is below:

Job Title: Social Program Administrator 2-Intake & Investigations

Location: Columbus, OH – some remote work

Job Type: Full-Time, Exempt – 40 hrs.

Key Responsibilities:

- Supervises child welfare casework supervisors as assigned in the department that will be focused on a positive teaching process to assure consistency of high standards of professional Intake services to children and their families; assists Director in making certain the department is adequately staffed with supervisors/administrators on all shifts throughout the year.
- Meets with other Associates and/or Regional Directors to ensure consistency in services, documentation and expectation and to better facilitate client service delivery throughout the county; works with other Associate Directors, Regional Directors and appropriate administrative staff to ensure that all mandates, requirements and individual responsibilities of staff are being met; oversees Agency safety program for the department.
- Meets with Director on a regular basis and disseminates necessary information about new programs, program changes or new expectations; serves as a conduit for quality two-way communications between management staff, line workers, etc. concerning program contact recommendations for change, etc
- Assists Director in developing, managing and monitoring budgeting for I&I operation; manages the development and implementation of Affirmative Action and racial awareness plans for the department; assists Director in area of quality assurance by serving on committees, panels, etc. with other Agency administrative/managerial staff to assure quality of services within the Intake & Investigation Department.
- Develops, with input from supervisors and direct service staff, internal procedures that allow staff to easily handle related requirements of Intake service responsibility and internal procedures for better servicing.

Qualifications:

- Minimum: Completion of undergraduate coursework in social or behavioral science plus 18 mos. exp. in delivery of social services plus 6 mos. supervisory exp. or completion of graduate coursework in social or behavioral science plus 12 mos. exp. in delivery of social services plus 6 mos. supervisory exp.; or equivalent.
- Preferred: Master's degree in social work or related field; several years related exp., including supervisory/administrative experience.
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check

To apply please send your resume and cover letter to fccshr@fccs.us