



COUNTY OF SUMMIT

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Supervisor, Student/Internship Training

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Position Details

Appointing Authority	Summit County Children Services
Department/Division	Children Services
Full Time/Part Time	Full Time
Regular/Temporary	Regular
Work Schedule	Monday – Friday, hours may vary. Evening and weekend work may be required.
Job Description	The Supervisor, Student/Intern Training supports the mission of the agency through the supervision of Child Welfare students and interns. The Supervisor, Student/Intern Training provides daily support and direction to Child Welfare students and interns, and serves as a liaison between student interns and each educational institution.
Required Qualifications	<p>Qualifications</p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Education and/or Experience</p> <p>Master’s degree in Social Work (MSW) or Social Service Administration (MSSA) plus two years post-master’s social work experience required. Five (5) years of child welfare experience required.</p> <p>Prior supervisory experience in a Child Welfare agency preferred, but not required.</p>
Preferred Qualifications	
Pre-Employment Testing Requirements	Criminal Background Check, Pre-employment Drug and Alcohol Testing
Work Environment	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.</p>
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to manipulate objects; reach with hands and arms, and talk or hear. The employee is frequently required to stand and walk.

The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to ten (10) pounds, occasionally lift and/or move up to twenty-five (25) pounds and rarely lift and/or move up to fifty (50) pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Licensing/Certification

Licensed as an independent social worker with supervisor designation (LISW-S) preferred.

Incumbent must possess a valid State of Ohio drivers' license and auto insurance as defined by Ohio Administrative Code (OAC) at all times.

Supervisory Responsibilities

Incumbent may directly supervise up to ten (10) students and/or interns in the Professional Development & Training department. May be assigned coverage of casework staff as identified above and/or in the temporary assignment of a casework unit.

Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Responsibilities include interviewing, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Additional Information

Other Qualifications

Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times.

Incumbent is required to adhere to Agency rules & regulations and support the mission, vision & guiding principles at all times.

Incumbent is required to travel to/from Agency meetings within the County and State as directed by the Executive Director and/or Division Director, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name, unless a County-owned vehicle is secured. Personal vehicles must be in good working order and appropriately accommodate passengers as needed.

Job Duties

Job Duty Name

Essential Job Duties and Responsibilities

Description of Job Duty

Collaborates with institutions of higher learning to recruit students for field placement; Develops and implements the SCCS field placement program based upon Council on Social Work Education standards, the NASW Code of Ethics and organizational needs.

Orients, supervises, trains and evaluates assigned Child Welfare students and interns; conducts weekly supervision with each member of assigned unit.

Provides student supervision consistent with the student's learning contract, program focus and educational level; Maintains documentation on student progress.

Reviews and assigns casework and/or tasks to students/interns to ensure compliance and effective case management; Supervises decisions and progress of all assigned cases and/or tasks.

Facilitates and coordinates training for field placement students and casework staff in the Simulation Lab.

Handles outside shadowing requests; coordinates and trains agency shadows.

Evaluates the need for group LISW supervision for agency staff; Reviews qualifications per agency policy/procedure; Coordinates schedules, leads groups, tracks hours, evaluates participation and determines recommendations regarding advanced licensure.

Provides developmental assistance for current casework staff as directed by supervisor and/or Social Services administration; This includes assistance with the training of staff who transfer into Protective Services and/or staff who are in need of developmental activities.

Ensures case compliance with agency policies and procedures, as well as all federal, state and local requirements/regulations.

Evaluates and assesses casework, correspondence, and all documentation (SACWIS and hard copy); insures documentation is approved timely and addresses deficiencies in staff documentation and/or case management.

Participates in client support services, court hearings, activities and meetings within the agency and other community agencies as directed/required.

Consults with Department Director on critical decisions and unit activity; as well as personnel issues which may arise.

Develops and implements ongoing technical, casework and professional support programs for the direct service staff throughout the Agency; Provides individual, unit, departmental and divisional supports in collaboration with the Social Services Division.

Evaluates and implements technical/support needs for staff outside of the Social Services Division.

Coordinates Community Education initiatives such as Child Abuse/Neglect Mandated Reporter Training and FCFC Cross Training.

Collaborates with the Regional Training Center to support Professional Development functions and trainings for internal and external staff.

Attends and/or conducts agency, department and unit meetings; recommends appropriate action and/or policies to maximize student/intern and client success, focusing on the safety of children in the agency's care.

Responsible to offer regular support and educational meetings/brown bag lunches for unit, department or division as needed; Monitors and tracks staff needs and requests for services to be offered by Professional Development & Training Department.

Mentors staff regarding professional behavior and best practice management of child protection cases.

Participates in workgroups to complete special projects or goals assigned to the division.

Participates in agency wide and community initiatives which support the overall mission of the agency.

Provides back up to the Summit Training Supervisor, which includes but is not limited to New Employee Orientation, CFLE, SCCS Online Learning LMS, developing Summit specific trainings and Lunch & Learns, etc.

Other duties may be assigned.

Job Duty Name

Management Competencies

Description of Job Duty

To perform this job successfully, an individual must demonstrate the following competencies:

1. Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Reacts well under pressure.
2. Analytical – Collects data; Uses intuition and experience to complement data; Designs work flows and procedures.
3. Business Acumen – Understands business implications of decisions; Aligns work with strategic goals; Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
4. Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
5. Customer Service – Manages difficult or emotional client and employee situations; Responds promptly to client's/employee needs; Solicits client feedback to improve service; Responds to requests for service and assistance; Meets commitments.
6. Decision Making – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
7. Delegation – Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
8. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
9. Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
10. Ethics – Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

11. Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
12. Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
13. Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Approaches others in a tactful manner.
14. Leadership – Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
15. Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
16. Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
17. Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules staff and their tasks; Develops realistic action plans.
18. Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
19. Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
20. Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
21. Strategic Thinking – Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.
22. Technical Skills – Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.
23. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
24. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
25. Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Requisition Details

Requisition Number	C/U - 0132021-P
Working Title	Supervisor, Student/Internship Training
Posting Type	External/Public Posting
Number of Vacancies	1
Advertised Salary	\$27.81 per hour minimum
Open Date	01/11/2021
Close Date	01/24/2021
Open Until Filled	No
Special Instructions Summary	

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Master's Degree in Social Work (MSW) or Social Service Administration (MSSA)?
 - Yes
 - No
2. * Do you have post-master's social work experience?
 - Yes
 - No
3. * Do you have five (5) years of child welfare experience?
 - Yes
 - No
4. * Do you have prior supervisory experience in a Child Welfare agency?
 - Yes
 - No
5. * Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If no, please enter "No"
(Open Ended Question)
6. * Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relationship. If no, please enter "No"
(Open Ended Question)
7. * Have you ever received services or been involved with Summit County Children Services or any other Child Welfare system? If yes, please provide relevant information. If no, please enter "No"
(Open Ended Question)
8. * Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-09? If yes, please give offenses, dates and explanations. If no, please enter "No"
 - Yes
 - No
9. * Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please enter "No"
(Open Ended Question)
10. * What is your driver's license number? If you do not possess a driver's license, please enter "N/A".
(Open Ended Question)
11. * Do you currently use tobacco products?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

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