

NOTICE OF VACANCY

Stark County Job & Family Services

Supervisor, Children Services



Summary

Supervises the performance of Social Service Worker 2s (SSW2), Social Service Worker 3s (SSW3) and support staff assigned to positions in Assessment/Intake, Ongoing/Family Services and Permanency Program Areas. Acts as liaison between direct service staff and upper management. Supervises staff that perform the following duties and must be able to perform the essential duties of the SSW2 and SSW3.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Provides children and families with supportive intervention toward achieving their case plan goal. Assesses and evaluates family progress.

Develops family case plans, CAPMIS tools, risk assessments and other relevant reports and forms in accordance with ODJFS and agency guidelines. Researches and compiles case histories.

Visits and assesses safety and care of children in biological homes with substitute care providers. Prepares appropriate forms, summaries and correspondence.

Coordinates services and works closely with community agencies, physicians, schools, courts, on behalf of children and families.

Represents the agency's position in court regarding the most appropriate permanency plan for a child. Works collaboratively with the Legal Department to file necessary proceedings. Prepares testimony and summaries for court hearings.

Provides and coordinates transportation for children to doctors, schools, therapy appointments or other community agencies for services. Arranges, coordinates or supervises family visits. Attends and participates in weekly supervision and various meetings. Performs other related duties as assigned.

Develops and presents staff training. Coaches and mentors new Social Service Workers. Acts as a resource for SSW2s when supervisor is unavailable.

Provides assistance and information to others in the unit at the directive of the supervisor.

Supervisory Responsibilities

Directly supervises 6-12 employees in the Intake, Ongoing or Adoption/Family Resource units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

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.

Education and/or Experience

Bachelor's degree (B.A.) in social work or related field from four-year College or university required, Masters preferred. Professional license, LISW, LSW, LPCC, LPC preferred. Four years' direct social services worker experience.

Social Work Knowledge Base

Must have knowledge and skill in the following areas: Child Development, Family Systems Theory, Crisis Intervention, Domestic Violence Issues and Substance Abuse Issues. Must have working knowledge of DSM IV or most current version of the diagnostic manual, risk assessment and child abuse/neglect indicators.

To apply, please access the agency's website at www.starkjfs.org An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED