



Helping Families

HARDIN COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

175 W. Franklin St., Ste 150, Kenton, OH 43326 PH: 419-675-1130

1ST Floor Fax – 419-675-1100 2ND Floor Fax – 419-674-2340

Jodi Tudor – Director

Amber Conley - Assistant Director/Children Services Administrator

INCOME MAINTENANCE – Jamie Morrison, Supervisor

CHILDREN SERVICES – Cookee Shick – Intake Supervisor

OHIO MEANS JOBS – Geanna England, Supervisor

Angela Frater – Ongoing Supervisor

EMPLOYMENT OPPORTUNITY

TRAINING OFFICER II

Social Services

Classification and Pay Range: Training Officer II Pay Range: \$23.56 - \$28.72

Type of Position: Full-time Permanent

Work Schedule: Flexible Hours: Non-Typical work hours

Job Responsibilities: Coordinate or assist in the coordination of agency training programs, by planning, designing, and evaluating programs for use by agency members. Present trainings. Interpret policies and procedures and answers questions from workers, clients, and the public. Perform needs analysis for training for the division and evaluates the effectiveness of various training programs. Present or assist in presenting training programs to caseworkers and other staff. Provide training in all types of child welfare programs to new staff in the unit.

Monitor and reviews cases. Coordinate with Social Services Workers to prepare case plans and reviews. Facilitates case transfers and Family Team Meetings.

Assist higher-level administrative staff with more complex personnel functions. Oversee unit in absence of supervisors. Share on-call rotation with unit supervisors.

Qualifications: Possession of a bachelor's degree in a related field, four (4) or more years of related experience and/or training or any equivalent combination of training, education, or experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position

To Apply, please email cover letter and resume to Jodi.Tudor3@jfs.ohio.gov