



UNION COUNTY OHIO
invites applications for the position of:

Children Services Supervisor

SALARY:	\$49,774.40 - \$72,176.00 Annually
OFFICE:	Human Services
DEPARTMENT:	Social Services
OPENING DATE:	01/29/21
CLOSING DATE:	02/26/21 11:59 PM

DESCRIPTION:

Union County is seeking an individual to fill the supervisor role within the Children Services department and join our Human Services team. Under general supervision of the Deputy Director or Director provides direct and indirect supervision to child protection caseworkers or related positions; develops and implements agency and state policy, rules and regulations; performs administrative duties; supervises employees to ensure state and federal mandates are met and safety issues for children are adequately addressed; implements and coordinates agency programs; attends and plans meetings and court hearing; provides training to staff; promotes positive relationships with partner agencies.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, personal computer, laptop, iPad, applicable computer software, office phone system, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; has exposure to potentially vicious animals; works in proximity to the use of firearms; has exposure to bed bugs, lice, scabies and other insects; works in or around crowds; ascends and/or descends ladders, stairs, or scaffolds; has to work irregular hours.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

QUALIFICATIONS:

Possession of a Bachelor's Degree in one of the following or related fields: public administration, human services, psychology, criminology, human resources, social work, or education, or equivalent combination of education and work experience which meets the minimum essential functions of the position. Must have excellent verbal and written communication skills. Minimum of three (3) years related work experience demonstrating increasing responsibilities in supervision and social services issues.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

ESSENTIAL FUNCTIONS:

50% (1) Supervises employees of the Children Services department; ensures safety of children; schedules, assigns and reviews work; evaluates performance which may include

accompanying staff on home visits, to court or other community meetings; develops quality control procedures and standards; ensures all work is in adherence to departmental standards and pertinent government regulations; issues oral and written reprimands and recommends suspension and termination; recommends personnel actions (e.g. leave of absence, wage increase, etc.); authorizes sick and vacation leave; provides training, guidance and direction; assists with the development of agency policy and procedures; facilitates team meetings to advocate for children to remain safely in the community; communicates team plans with the court and community partners; advises the deputy director and agency director of unit needs and/or concerns providing a potential solution; prepares activity reports and compiles related statistics; completes special projects as assigned by the deputy director and agency director. Consistently and continually (e.g. at all times) represents the agency in a positive and professional manner and provides appropriate internal and external customer service.

20 % (2) Conducts daily screening meetings, and leads and documents screening decision; conducts periodic staff meetings; attends agency and management meetings; attends required trainings and conferences to keep abreast of current developments in the field; assist coworkers in performance of duties as required.

15% (3) Researches and coordinates case activities with other agency units, partner agencies (law enforcement, prosecutor's office, juvenile court, mental health agencies, Board of Developmental Disabilities, schools, etc.); encourages prevention efforts through partnership with other resources; uses reasonable efforts to prevent a child's removal from the home; if removal is necessary, determines the need for substitute care and coordinates placements with attention given to least restrictive, least intrusive environment; monitors appropriateness of services provided and facilitates change as necessary.

10% (4) Provides after-hours supervision of on call worker; assists in emergency situations in office.

(5) Maintains required licensures, certification, and continuing education requirements, if any.

(6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (8) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: *Federal, state and local laws/rules pertaining to social services and specific to child protection; interviewing practices; child safety assessments; training and development practices; administrative practices; counseling practices; supervisory practices and disciplinary procedures; *child protection data system (SACWIS); training and development practices; *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; personnel rules and regulations; work place safety; office practices and procedures.

Skill in: Use of modern office equipment; data entry; adding machine or calculator operation; fiscal monitoring; customer service.

Ability to: Carry out instructions in written, oral, picture or schedule form; deal with problems involving several variables within a familiar context; recognize unusual or threatening conditions and take appropriate action; prepare accurate documentation; maintain records according to established procedures; respond to routine inquiries from public and/or officials; communicate effectively with a diverse public and professional audience; understand a variety of written and/or verbal communication; exercise independent judgment and discretion; compile and prepare reports; gather, collate, and classify information; travel to and gain access to work site; develop and maintain effective working relationships with internal and external stakeholders; perform job safely.

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