

JFS MGR - Children's Services (Assessment Supervisor) - (4230-12)

Be part of our Team! We are committed to providing equal employment opportunities in all employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, citizenship status, marital status, age, disability, genetic information, protected veteran status, gender identity or expression, sexual orientation or any other characteristic protected by law. We are a second-chance employer and a recovery friendly workplace.

Highly Competitive Employee Benefits Package and Generous Paid Time Off

11 Paid Holidays, Immediately Begin with 40 hours Paid Vacation if No Prior Service.

Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option.

Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Paid Parental Leave, Public Service Loan Forgiveness Eligibility, Commuter Stipend or Free On-Site Parking, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

DEADLINE TO APPLY: Until Filled

WORK LOCATION: Job & Family Services 222 E. Central Parkway Cincinnati, OH 45202

WORK HOURS: Full-Time - 40 hours weekly
(Potential for Hybrid Remote Work Schedule)

STARTING SALARY: \$72,925 annually

NOTE:

Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- Bachelor's degree in Social Work, Human Services, or other closely related field (i.e. those fields that involve the provision of direct services and the assumption of case responsibility, with training in social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, and/or marriage and family therapy, etc.)
- Plus, a combination of four years of related direct service and administrative experience
- Must have a car, valid driver's license issued by the state of residency and required auto liability insurance.
- Note: Serves on-call 24hours/7 days a week

AGENCY-PREFERRED QUALIFICATIONS:

- Master's Degree in Social Work (MSW)
- License in Social Work (LSW)

JOB DUTIES (SUMMARY):

- Supervises Children's Services staff whose primary job responsibility is to determine child safety by responding to and assessing Intake Reports of abuse, neglect and dependency in accordance with federal, state and agency policy; manages and consults on daily case assignments; responsible to ensure that staff completes mandated assessment activities including face to face interview and home visits as outlined in state regulations and agency policy, collects pertinent information to make informed safety decision; manages the development and oversight of present and impending danger safety plans, responsible for ensuring information collection and confirmation of safe environment; consults with Section Chief and with Prosecutors as needed on legally authorized out-of-home safety plans; attends Juvenile and Criminal Court Hearings as needed.

Reads, reviews and adheres to all Agency and Children's Services Policies. Reviews and approves all Safety and Family Assessments completed by staff; responsible to ensure all assessment activities, including present and impending danger safety plans, are documented in SACWIS and that written documentation is accurate, detailed, and justifies agency actions; participates in case transfer conferences; attends Appeal Hearings, field visits, court, legal and administrative reviews as necessary in order to effectively oversee staff and workload; provides training, consultation and education to staff regarding the safety decision making model, policies, procedures and social work practice; monitors, consults, directs and manages outcomes related to this function; provides coverage as necessary.

- Schedules and participates in individual and group supervision with staff; monitors staff's performance through weekly supervision where cases are reviewed, consultation occurs and action items documented; provides education, consultation, development, and information to staff regarding policies, procedures and best practice standards as it relates to safety decision making, caseload management, family engagement ; issues performance improvement plans and disciplinary action when necessary; responsible for holding staff accountable and completing staff performance evaluation.; Responsible for hiring and ensuring a diverse, culturally competent staff; supporting the development of culturally competent caseworkers; acknowledging and addressing implicit bias of caseworkers on their treatment of children and families
- Reviews and analyzes data management reports; makes unit and staff decisions based on data analysis.
- Provides any required casework practice on cases to children and families in staff's absence or in accordance with organizational need.
- Attends necessary training as required; must complete a minimum of 60 hours of training in the first year of employment in the supervisory position and 30 hours of in-service training every year thereafter; must complete Supervisor CORE Training.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates can be developed after employment)

- **Knowledge of:** Management and supervision; OAC and ORC as relevant to Children's Services Practice, Safety Decision Making, Children's Services Policy and Procedure*, Hamilton County policy and procedures*, employee training & development; case management; agency policies and procedures; resource planning; treatment team concepts; interviewing; socioeconomic differences, equity and inclusion.
- **Skill In:** Safety Decision Making, critical thinking, competent decision making, communication, leadership abilities, family centered/strength based approach, professionally handling disagreements and stressful situations,
- **Ability to:** Professionally and respectfully communicate, work as a team, assess development needs of staff, creating, supporting, and delivering a plan to address identified need,, collect data, establish facts and draw valid conclusions; review and critique cases for missing information collection around child safety; approve or disapprove and make recommendations on assessments; write instructions, specifications, training materials; gather, collate and classify data; establish goals, objectives, policies and procedures; handle sensitive inquiries and contacts; prepare and deliver speeches before general audience; write accurate reports; establish friendly, positive, strength based, atmosphere as supervisor of work unit.

ESSENTIAL JOB FACTORS:

- Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI). Must have a car, valid driver's license issued by the state of residency and required auto liability insurance.

PHYSICAL and/or MENTAL REQUIREMENTS:

- Lift and carry children, child car seats, and infant carrier, large case files, and occasionally push a cart containing case files
- Stand entire length of home visit (an hour or longer),
- Conduct home visits during the warmest months of the year (no air conditioning)
- Significant walking to, from, and during home visits, supervised visitation, court, meetings, and other obligations;
- Frequently enter and exit motor vehicle
- Frequently climbing and descending stairs

- Sitting for extended periods while working on the computer, home visits, court, meetings, etc
- Stooping, bending, crouching

POSITIONS SUPERVISED: Children's Services Caseworkers

HAZARDOUS and/or WORKING CONDITIONS:

- Potentially hazardous/dangerous situations and could involve violent/upset clients
- Animals, insects, rodents in family homes
- Unstable Structures
- Must have mobile technology availability during work hours and on an emergency basis for after-hours calls

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee