

# EMPLOYMENT OPPORTUNITIES

Job Announcements

**Position:** Human Services Manager (CSEA Section Chief) (4768-12)

**Location:** Cincinnati, OH

**Job Id:** 4768-12

**Human Services Manager (CSEA Section Chief) (4768-12)**

***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 Accruing Paid Vacation and Sick Time, and Paid Parental Leave.

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, Public Service Loan Forgiveness Eligibility, 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:** May 11, 2026

**WORK LOCATION:**

Job & Family Services  
1701 Patricia McCollum Way  
Cincinnati, OH 45237

**WORK HOURS:**

(Potential for Hybrid Remote Work Schedule)

**ANNUAL SALARY:** \$82,463

**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, Psychology, Special Education, Therapeutic Recreation, Sociology, Criminal Justice, Human Services (including a clinical practicum of at least one (1) year), Mental Health Counseling, Rehabilitation Counseling, Pastoral Counseling, Marriage and Family Therapy, Public Administration or other closely related field etc.) from an accredited college or university; AND
- Six (6) years of experience in the delivery of human services in governmental, community, or private human support services agency of which two (2) years includes supervision

**JOB DUTIES (SUMMARY):**

- Manages, directs and coordinates Child Support Services Section consisting of 8-12 direct reports. Coordinates, analyzes, develops and implements policies, procedures and programs related to child support programs. Interprets agency, state and federal policies and programs to staff. Facilitates and coordinates communication and protocols for serving shared families among all programs including the child support services section. Responsible for the distribution of manual materials, bulletins, and other information materials to appropriate levels of staff. Directs, manages and plans with administrators for the implementation of new policies procedures and programs
- Partnering with the appropriate child support service section chief, may be responsible for directing and managing subordinates, assigning duties, leading combined management team meetings for planning and communication purposes. May be responsible for coordinating the filling of positions based on jointly determined staffing needs. Disciplines subordinates when necessary and approves/denies recommendations on hiring, suspending or terminating child support service staff. Make recommendations on hiring, suspending or terminating direct reports. Provides supervision and consultation with team leaders, line supervisors and other subordinate staff. Responsible for evaluating team leaders, at a minimum, in the areas of communication, staff management and teamwork. Schedules and participates in individual and group conferences and meetings with all child support services personnel. Approves vacation and leave requests for child support services personnel based upon agency policies and parameters established.
- Acts as Agency representative to community organizations, hospitals, schools and other organizations serving children and families in the community. Attends community meetings and workshops to inform the community of available services. Works to help determine and develop needed services in the child support services community. Acts as a spokesperson for the agency, with the media, regarding agency policies and case situations for child support.
- Responsible for developing and maintaining the operating budget for the Child Support Services Section. Monitors the program and staff expenditures to assure fiscal responsibility throughout the budget year.
- Attends conferences and training.
- Performs other related duties as assigned.

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

- **Knowledge of:** agency personnel policies, the union contract, principles of management, leadership and budgeting Child Support functions.
- **Skill in:** demonstrated skill in analyzing information, drawing logical/valid conclusions, and developing plans. Use of PC software programs used by the agency\*, CRIS-E, SETS, and other computer programs.
- **Ability to:** lead large groups of staff; communicate (written and verbal); plan and implement; work in partnership and as a team leader and member; develop and provide training.

**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.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

- None

**POSITIONS SUPERVISED:**

- May have administrative responsibility for 8-12 direct reports to include team leaders/supervisors, office manager, senior administrative secretary, spearhead, and project manager, technical service advisor.

**HAZARDOUS and/or WORKING CONDITIONS:**

- None

**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

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- [Court of Common Pleas and Municipal Court](#)
- [Sheriff's Office](#)