



Preble County Board of Commissioners

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JOB POSTING

SOCIAL SERVICE SUPERVISOR I

The Board of Preble County Commissioners will accept applications for the full time, FLSA non-exempt, classified position of a Social Service Supervisor 1 for the Department of Job & Family Services, Children Services Division.

The pay scale for this position begins at Pay Range 9 - \$19.77 - \$28.20 per hour. This position has a 180 day probationary period. Minimum requirement is a bachelor's degree and two years experience as a supervisor in a human services field or education, training and/or experience in an amount equal to the minimum requirement.

Applications and job description may be obtained in the Commission Office/1st Floor – 101 East Main Street, Eaton, Ohio between the hours of 8:30 A.M. to 4:00 P.M., Monday through Friday. This ad is also published on the Preble County Commission's website www.prebco.org under job opportunities. **Deadline** for filing an application is Friday, March 31, 2017 at 4:00 P.M. Preble County is an Equal Opportunity Employer.

Advertise: County's Website – February 27, 2017
Register Herald – March 8th & 15th
Dayton Daily News – after February 27, 2017

POSITION POSTING- PREBLE COUNTY JOB AND FAMILY SERVICES
CHILDREN SERVICES DIVISION

POSITION: SOCIAL SERVICE SUPERVISOR 1

RANGE: PAY RANGE 9 - \$19.77 - \$28.20

DEADLINE FOR APPLICANTS: Until Filled

METHOD OF APPLICATION:

Submit your application to the Board of Preble County Commissioners, Preble County Courthouse – 1st Floor, 101 East Main Street, Eaton, Ohio 45320 or the Becky Sorrell, Director, Preble County Job & Family Services, 1500 Park Avenue, Eaton, Ohio 45320.

DUTIES OF POSITION: Provides direct supervision to Social Service Workers and/or other professional social services personnel. May carry a small case load pertaining to social services which involves extremely difficult or volatile cases, interprets, clarifies and recommends changes to procedures, policies, regulations, and laws pertaining to social services, and serves on internal and external committees which deal with social service issues.

Monitors the workload and assigns responsibilities to meet Local, State and Federal program requirements. Monitors case review procedures to ensure effective delivery of services. Trains new and current employees on agency policies and procedures as well as State and Federal program requirements.

Determines need for new staff members. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees. Reviews, approves, or denies employee requests for leave. Screens all reports of child abuse and elder abuse, logs all reports of child abuse and elder abuse. Assigns cases to Social Service Workers as appropriate.

Interprets/makes decisions based on current policies/procedures and recommends changes as needed regarding placement of children and/or if child should be removed. Monitors unit to ensure that goals/services are being delivered as required. Will carry after hours pager to respond to emergency calls and support caseworkers. Contacts Judge/Prosecutor to obtain court orders. Arranges for foster care when children need to be removed. Works with the administrators/managers of the other PCJFS divisions as a team to develop and implement procedures that promote consistency and efficiency within the agency. Seeks alternative funding streams for child placement and child services and works to reduce the incidents of paid, out of home placement for children.

Answers general inquires concerning child cases. Prepares required reports/statistics for submission to state and/or in-house administrator. Presents public speeches to schools, civic organizations and individuals at risk (e.g. abuse and/or neglect of their children) in an effort to educate members of the community. Trains community partners in detection of child abuse and/or elder abuse and neglect. Consults with other team members regarding cases.

Act as the SACWIS super user and ensures correct and timely entries into SACWIS. Works with the fiscal department to provide accurate entries to ensure proper payment to providers and vendors.

Other duties as assigned

MINIMUM REQUIREMENTS:

Bachelor's Degree in a Human Services related field (behavioral science, social science, early childhood development, or related field) and 2 years' experience as a Social Services Worker 2 in a Human Services related field.

Or- education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

We are looking for a highly motivated, progressive leader who can work with the Child Welfare team and provide a positive work environment in which staff feel valued and families feel empowered. We need a person who can be a valuable part of the management team and assist in decision making that could affect the entire agency. The agency consists of Social Services, Public Assistance programs, Child Support and Workforce Investment programs. This person must be able to have a good rapport with the public, including but not limited to the board of county commissioners, the prosecutor's office, and the juvenile court staff.

UNUSUAL WORKING CONDITIONS/HAZARDS

The incumbent, as a supervisor, is responsible for the safety and health of neglected or abused children and older adults and for the enforcement of laws and standards concerning the safety or health of neglected or abused children and adults. The incumbent is responsible for supervising employees who must pay attention to ensure that their actions do not create dangerous situations for individuals who have been subject to abuse or neglect. Additionally, the incumbent generally works under favorable working conditions. The incumbent performs his/her work in a stable office environment. As such the position involves very limited probability of any injury. Also, the probability of accidents or health hazard is negligible. The incumbent will be required to carry and respond to an after hours pager as a part of their duty.

This Social Service Supervisor 1 position is required to attend 60 hours of in-service training during the first year of employment in this position and 30 hours annually following the first year in subjects that are relevant to the supervisor's duties.

POSITION DESCRIPTION		AGENCY/DEPT ID PREBLE JOB & FAMILY SERVICES
DIVISION OR INSTITUTION CHILDREN SERVICES	UNIT OR OFFICE	COUNTY OF EMPLOYMENT PREBLE

POSITION NUMBER 40000.1 JOB TITLE SOCIAL SERVICE SUPERVISOR 1 JOB CODE 30134	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION SOCIAL SERVICE SUPERVISOR		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 40000.0 PCJFS Director		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 TO: 4:30 PM FLEX TIME				
	JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	45	Provides direct supervision of children services caseworkers. Monitors the workload and assigns responsibilities to meet local, State and Federal program requirements. Monitors case review procedures to ensure effective delivery of services. Trains new and current employees on agency policies and procedures. Determines need for new staff members. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees. Reviews, approves, or denies employee requests for leave. May handle small caseload of overload, volatile and/or difficult cases. Screens all reports of child abuse and elder abuse, logs all reports of child abuse and elder abuse. Assigns cases to Social Service Workers as appropriate.		Knowledge: (1) Computer operations (2) Office practice & procedures (3) Federal State & Local laws, rules & regulations. (4) Supervisory practices (5) Interviewing (6) Case management practices (7) Training & Development practices	
	30	Interprets/makes decisions based on current policies/procedures and recommends changes as needed regarding placement of children and/or if child should be removed or not. Monitors unit to ensure that goals/services are being delivered as required. May carry after hour's pager to respond to emergency calls and support caseworkers. Contacts Judge/Prosecutor to obtain court orders. Arranges for foster care when children need to be removed. Works with the administrators/managers of the other PCJFS divisions as a team to develop and implement procedures that promote consistency and efficiency within the agency. Enters and approves data in SACWIS, assures SSW's attend required child welfare training, logs training in E-Track.		Skills: (1) Oral communication (2) Interviewing (3) Performing computer operations (4) Supervising (5) Organization (6) Written Communication (7) Spreadsheets/databases (8) Conflict resolution	
	20	Answers general inquires concerning child cases. Prepares required reports/statistics for submission to state and/or in-house administrator. Serves on internal and external committees which deal with social services issues. Presents public speeches to schools, civic organizations and individuals at risk (e.g. abuse and/or neglect of their children) in an effort to educate members of the community. Trains community partners in detection of child abuse and/or elder abuse and neglect. Consults with other team members regarding cases.		Abilities: (1) Work with others (2) Interpret Policies for Social Services (3) Supervise others (4) Make independent decisions (5) Review social service cases (6) Understand manuals (7) Interview others (8) Monitor work of others (9) Assign work (10) Maintain confidentiality	
	5	Other Duties as assigned May be assigned duties in lower level classifications			
40013.0 SSW 1 40011.1 SSW 2 40026.0 SSW 2 40001.0 SSW 2 40003.0 SSW 2			DATE		