

**Medina County
Job and Family Services
Position Description**

Division:	Social Services
Supervisor:	30000.0 Louise Brown

Classification:	Social Services Supervisor	Working Title:	Social Services Supervisor
Class Number:	30134-Medina	Position Control Number:	30200.0
Status:	Non-Bargaining	Pay Range:	31

Summary of Essential Duties

Under the direction of the Social Service Administrator, supervises the staff of Social Services. Provides guidance when assigning referrals, maintaining ongoing cases, training and recertification of foster/adoptive homes, training/certifying Type B child care homes, preparing technical reports based on data from SACWIS and other related computer programs. Must be knowledgeable of all rules pertaining to abuse/neglect of adults and children. The Social Services Supervisor is responsible for new staff orientation and other training needs that arise throughout the division.

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional, ethical and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Demonstrates knowledge of ODJFS rules, state regulations, local laws and agency policy pertaining to social services.
4. Provides direct supervision to social services workers through assignment and management of all cases assigned to workers.
5. Supervises duties related to screening of child/adult abuse, neglect, investigation of referrals, court hearings, home studies, placement activities and any related activities relevant to a case.
6. Assures safety, permanence and well being for children involved with the division.
7. Coordinates with other supervisors to keep daily operations flowing smoothly.
8. Implements and monitors policy and procedures.
9. Supervises and participates in training activities related to child abuse and neglect rules, foster care and adoption and any related areas.
10. Assists with curriculum development and training for interagency staff development training and Social Services Division meetings.
11. Assures social service workers are trained regarding policies and procedures.
12. Supervises compliance with all legal documents, paperwork requirements and SACWIS.
13. Attends meetings and meetings and training sessions and takes an active part in continuous improvement and team building.
14. Oversees field placement assignments as needed.

15. Answers inquires/complaints from other agencies.
16. Carries a pager and covers after hours issues according to agency policy.
17. Transports children as needed.
18. Conducts weekly or bi-weekly team meetings.
19. Maintains an employee file related to supervision of employees.
20. Reviews, approves or denies employee requests for leave, assuring adequate coverage.
21. Progressively disciplines subordinates and can recommend to Administration the action for termination.
22. Completes performance evaluations..
23. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties
24. Performs other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: Federal, State and local laws regarding abuse/neglect of children and adults; State and Federal mandated forms, documentation and procedures; legal procedures related to children and adults; foster care and/or adoption assessments and placements; Administrative practices; teaching; counseling practices; supervision, training and interviewing practices; personnel and disciplinary procedures; Social Welfare issues; word processing and computer skills; English grammar and composition; use of audio/visual equipment; automobile operation; agency computer systems (i.e. SACWIS), office practices, procedures and standards; program implementation; public relation issues; training and development as it relates to agency values and programs related to social services.

Skill in: Organization; writing (e.g., legal documents); word processing; operation of computers; public speaking; oral communication; typing; interviewing; assessment; supervision; time management; training; advising and planning; adoption assessor training; curriculum development; organization and compilation of written material.

Ability to: Interpret policy for Social Services; develop new procedures and policy; conduct and facilitate meetings inside and outside of the agency; complete action steps to insure parties follow through with assigned tasks; supervise the team and perform all duties as they relate to child/adult abuse/neglect, foster care, child care and adoption; develop contracts with other agencies as they relate to purchasing of services and/or contracted employees; monitor performance and generate appropriate feedback to the agency; conduct training for new employees, foster/adoptive parents, child care providers, mandated reports and other pertinent interest groups throughout the county; complete and cooperate with internal assessment and compliance procedures and train staff when deemed necessary; extract information from various sources and organize; explain programs, procedures to others outside the agency; listen for problems and concerns and take appropriate action; supervise, review, maintain accurate social service records; comply with all quality assurance initiatives and complete in a timely manner; prepare for and testify in court when necessary; work directly with clients and employees (i.e., problem areas, learning opportunity, training issues, counseling, supportive partnering and other team decisions); listen for problem areas/issues and assist employees with positive problem solving techniques; act as a back up in making decisions while on pager; be prepared to act in an emergency situation; make independent, informed decisions; work with mentally and physically challenged people; perform a variety of tasks while conducting

day to day business; write reports; create forms, compile data; create measures to insure data collection is accurate; prepare and present material for public presentation.

Qualifications

Completion of Master’s degree in Social Work (MSW) and two (2) years paid experience in the field of social work or a related behavioral science field,

Additional Requirements

- Must successfully undergo BCI background check
- Successfully complete an alcohol and drug screening
- Possess a valid Ohio Driver’s License
- Provide proof of eligibility to work in the United States

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals, may involve lifting up to 40 pounds (i.e., children, car seats, supplies).

Protective Services Supervisor P.C.N. 30200

List Position Numbers and Class Titles of Positions directly supervised:	Signature of Agency Representative:	Date:
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