

## ***Crawford County Job and Family Services***

*Income Maintenance\*Workforce Development\*Child Support Enforcement\*Children Services*

### **JOB & FAMILY SERVICES**

224 Norton Way  
Bucyrus, Ohio 44820  
Tel 419-562-0015  
Fax 419-563-9797



### **CHILDREN SERVICES**

224 Norton Way  
Bucyrus, Ohio 44820  
Tel 419-563-1570  
Fax 419-562-0050

\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\*

## ***Work with Purpose***

### **Join our team of child welfare professionals as a Social Service Supervisor**

**We need people who want to serve our community by supporting the families who live here.**

**Child welfare professionals play a crucial role in building upon the strengths within a family, helping them create a stable and nurturing home that children need to thrive. Child welfare professionals' goal is to safeguard the well-being of children and ensure their healthy development.**

**Child welfare is more than a job – it's a career that presents a lifetime of opportunities. And you don't need an advanced degree in social work to get started; the most important qualities are commitment, empathy, and heart.**

See the attached position description for more details and qualifications.

Pay range: \$24.07 - \$32.07 per hour – additional supplements for bachelor's or master's degrees.

**If interested, please apply online at [crawfordcountyjfs.org](http://crawfordcountyjfs.org) – Join our Team.**  
**Please also submit a resume with cover letter to [Julie.Shay2@jfs.ohio.gov](mailto:Julie.Shay2@jfs.ohio.gov).**



**Crawford County Department of Job & Family Services**  
**POSITION DESCRIPTION**

<b>Title: Social Service Supervisor 1</b>		<b>Immediate Supervisor: Program Administrator</b>	
<b>Normal Working Hours: 7:30 a.m.-4:00 p.m. (Mon. - Fri.)</b>			
<b>PCN: 30040.0</b>		<b>Class #: 30134</b>	
<input checked="" type="checkbox"/> <b>Classified</b> <input type="checkbox"/> <b>Unclassified</b>	<b>Overtime Eligible:</b> <input type="checkbox"/> <b>Eligible</b> <input checked="" type="checkbox"/> <b>Exempt</b>	<b>Permanent</b> <input checked="" type="checkbox"/> <b>Temporary</b> <input type="checkbox"/> <b>Intermittent</b> <input type="checkbox"/>	
<b>If FLSA exempt, exemption type:</b> <span style="border: 1px solid black; padding: 2px;">Executive</span>			

**Job Duties in order of Importance**

40%	<p>Provides direct supervision to Social Service workers; Provides quality control and training using strategies for employee development and continuous improvement; Administers, develops and implements Children Services policies, procedures, training programs and services along with other supervisors and administrator; Works with other supervisors to conduct quality assurance activities, implements strategies for improvement and regular monitoring; Assists with planning, coordinating and implementing innovative programs and services; Ensures all work is in adherence with departmental standards and pertinent government regulations; Develops and maintains delivery systems; Prepares reports, advises Administrator and Director of special unit needs and/or concerns; Serves as on call supervisor on a rotation basis; Works closely with other supervisor and workers to transfer cases from one worker to another; Supervises unit activities, scheduled, assigns cases and reviews work, evaluates performance; Initiates discipline and makes recommendations for disciplinary action; Recommends personnel actions (e.g. promotions, suspension, termination); Authorizes sick leave and vacation leave making sure unit is covered before authorizing; Provides training, guidance, and direction to the staff; Interviews applicants and makes recommendations for hire; conducts individual and group sessions to review performance reports and to discuss concerns or changes; Assists co-workers and subordinates in performance of duties.</p>
30%	<p>Reviews the work of and summarizes staff performance; Trains staff on performance improvement strategies, CPOE (Child Protection Oversight Evaluation) and agency performance measures; Completes PAP (Practice Advancement Plans) and Corrective Action Plans (CAP); Assists with adoptions, foster care recruitment, licensure, and support, Independent Living, and Child Care inspections and licensure.</p>

## Job Duties in order of Importance Continued

20%	<p>Coordinates unit activities and services with other agency units, community, and professional organizations, law enforcement agencies, courts and other government programs; Establishes and maintains working relationship with clients, officials, and public; Promotes good public relations; Provides information and makes presentations regarding services; Represents the agency as member of committees and boards; Attends or conducts staff meetings, training sessions conferences or workshops to give or receive information pertaining to Children Services; Completes special projects or other duties as assigned by Administration.</p>
10%	<p>Prepares unit activity reports and compiles related statistics; Prepares correspondence and responds to customer inquiries as needed; Prepares, maintains, and reviews records, files, and documents; Assists in budget preparation and monitors fiscal activities.</p> <p>* An essential function of the position requires regular and predictable attendance.</p>

  

<p>List Class Titles of positions supervised.</p> <p>Social Service Worker 1</p> <p>Social Service Worker 2</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"></td> <td style="border-bottom: 1px solid black; width: 40%;"></td> </tr> <tr> <td style="text-align: center;">Director's Signature</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Employee's Signature</td> <td style="text-align: center;">Date</td> </tr> </table>			Director's Signature	Date			Employee's Signature	Date
Director's Signature	Date								
Employee's Signature	Date								



## **MINIMUM QUALIFICATIONS**

- Two years' experience as a Social Service Worker 2
- Or completion of undergraduate major core coursework or two years technical training in behavioral science, social science, early childhood development technology, education or related field. Also requires two years' experience in a position similar to a Social Service Worker 2.
- Or two courses in adult psychology one of which must be in the area of gerontology or twelve months experience, two courses or twelve months experience in child psychology, two courses in social welfare or other sociology related topic or twelve months experience, two course or twelve months experience in counseling, one course or six months experience in interviewing techniques, one course or six months experience in domestic violence, and one course or six months experience in courtroom procedures. Also requires two years' experience in a position similar to a Social Service Worker 2.

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

Note: Per Section 5153.122 (B) of the Ohio Revised Code, each supervisor hired by a public children services agency shall complete at least sixty hours of in-service training during the first year of the supervisor's continuous employment in that position. After the first year of continuous employment as a supervisor, the supervisor annually shall complete thirty hours of training in areas relevant to the supervisor's assigned duties.

## **Unusual Working Conditions/Hazards**

The incumbent has substantial responsibility for the physical safety of children/adults who are suspected of being either abused or neglected. These children/adults are incapable of protecting themselves from this type of treatment. Serious mistakes in terms of failing to remove children/adults from homes could conceivably cause death or permanent disability. The position possesses considerable responsibility for the psychological safety of children/adults who are suspected of being either abused or neglected. These children/adults can do little to prevent harm from occurring. Failure to promptly remove an endangered child/adult would potentially cause extreme psychological distress or emotional problems requiring long term treatment and/or hospitalization of a short duration. Additionally, the position involves very limited probability of any injury. The probability of accidents or health hazard is negligible. Minor risks or discomforts exist which require normal safety precautions typical of offices (e.g., use of safe work practices with office equipment). The incumbent may occasionally interact with angry or hostile clients. However, there is limited probability of any injury. The incumbent must take normal precautions to avoid trips and falls. The incumbent works in an office environment which may occasionally be dirty or dusty.