

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Child Welfare Supervisor – START Unit

Department: Mahoning County Children Services
Reports To: Program Administrator of Intake/Family Services
Positions Supervised: Six (6) CWCWs and Family Peer Mentors
FLSA Status: Exempt
Bargaining/Non-Bargaining: Non-Bargaining

JOB SUMMARY

Under the general supervision of the Program Administrators, responsible for the development and supervision of the Agency's Intake or Family Services Department.

ESSENTIAL JOB FUNCTIONS:

- Supervises START dyads (caseworkers and Family Peer Mentors), assessment and ongoing caseworkers by meeting for supervisory conferences; assists staff in assessing case progress and developing case plans and service plans, provides educational and supportive supervision, acts as a back-up in staff's absence, provides back-up on twenty-four (24) hour basis.
- Provides training for new unit members, caseworkers in training, and student interns.
- Reviews initial START referrals and makes decision as to rejection and acceptance for services. If accepted, classify, categorize, and assign to START dyad and consult for initial case direction. Holds Shared Decision-Making Meetings. Reviews case assignments with workers and decide appropriateness for case closure or transfer.
- Monitors and ensures compliance with the Ohio Sobriety, Treatment And Reducing Trauma (START) Program. Assists in establishing departmental procedures for handling workflow, monitors adherence to same, interprets agency policy, participates in departmental, supervisory, and general staff meetings, plans and conducts unit meetings, recommends the hiring of, completes evaluation of, and recommends the reward or discipline of staff assigned to unit according to agency standards. Completes ITNA for all unit members on a regular basis as required.
- Participates in public awareness/in-service training as needed.
- Maintains appropriate and positive collateral contacts with clients and service providers. Holds monthly START Steering Committee and Direct Line Committee meetings. Participates in monthly Technical Assistance calls with PCSAO. Prepares reports and ensures compliance for START funding.
- Serves as emergency on-call supervisor of casework staff on weekends and evenings.
- Serves as a person responsible for unit supervisory coverage during lunch hours.
- Other duties as required.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Master's degree in social work or other closely related human services field. If no master's degree is held, at least five years paid casework experience preferred. Must be actively involved in a master's degree program in Social Work or other closely related field. Degree must be obtained within 5 years of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Sobriety, Treatment and Reducing Trauma (START) Practice Model.
- Knowledge of management, supervision, employee training and development, psychology, counseling, child welfare casework methods and techniques, legal requirements related to placement of children in foster homes, available community resources; ability to define problems, collect data, establish facts and draw valid conclusions, prepare meaningful, accurate and concise reports, gather, collate, and classify information about data, people or things.
- Establish and maintain a cooperative working environment within unit.
- Participate in minimum annual State required training hours and comply with all Local, State, and Federal requirements of this position.
- Working knowledge of personal computer to create, edit/revise, store and purge documents using windows-based applications and state data systems.

PHYSICAL DEMANDS:

- Operate a personal computer, copier, scanner, printer, fax machine, calculator and telephone.
- Incumbent performs generally sedentary work within an office environment, which may require lifting up to thirty (30) pounds occasionally.
- Physical activities include walking, talking, and listening; use hands to finger, handle, feel or operate standard office equipment; lifting; standing; reaching and repetitive motions.
- Incumbent performs work where the seeing job is close to the eyes, reading computer screen and written documents.
- Work under stress of fixed deadlines while meeting demand for service or information.

WORK ENVIRONMENT:

- Pursuant to Non-traditional or Remote Work Protocol Agreement
- Incumbent works primarily inside with minimal exposure to adverse environmental conditions.
- Occasional local and out-of-County travel for training and meetings.

I have received a copy of the Position Description and have read and understand its contents. I acknowledge that this Description is a representation of the major duties and responsibilities of the position.

Employee Signature

Date

Supervisor (or HR) Signature

Date