**MEDINA COUNTY JOB & FAMILY SERVICES**

**EMPLOYMENT OPPORTUNITY**

Posting # 2025-06 (PCN 412341004)

Non-Bargaining

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| **POSTED** | Wed., Mar. 26, 2025 | **CLOSED** | Tues., Apr. 1, 2025 |

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| **POSITION** | Protective Services Supervisor | **CLASS** | 30134-Medina Protective Services Supervisor |
| **DIVISION** | Social Services | **SUPERVISOR** | Mary O’Connell |

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| **APPLICATION** | *Current employees use Internal Application Form.*  *Others use Medina County Employment Application.*  *Medina CJFS is an Equal Opportunity Employer.* |

**Summary of Essential Duties**

**Under the direction of the Protective Services Administrator, supervises the staff of Social Services. Provides guidance when assigning referrals, maintaining ongoing cases, training and recertification of foster/adoptive homes, preparing technical reports based on data from SACWIS and other related computer programs. Must be knowledgeable of all rules (i.e., abuse/neglect reports of adults and children (classification, timelines, and assignments).**

**Provides guidance when assigning adult protective services referrals, maintains ongoing cases and is responsible for understanding the ODAPS systems and all rules for adult protective services (i.e. abuse, neglect, self-neglect, exploitation) including classification time lines, and assignments. The Protective Services Supervisor is responsible for administrative functions, including determination of staffing levels, policy and procedures within the Social Service division. The Protective Services Supervisor organizes and directs the development, planning, implementation and monitoring of various service programs within the assigned division and provides technical assistance in specific program areas. The Protective Services Supervisor is responsible for hiring staff and performing 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 protective services.
4. Provides direct supervision to Protective Services Workers and Adult Protective ServiceWorkers 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. Coordinates with other supervisors to keep daily operations flowing smoothly.
7. Develops policy and procedures for service delivery, program integrity and accountability, ensuring that programs and functions adhere to state, federal and local laws and regulations.
8. Reviews, approves or denies employee requests for leave, assuring adequate coverage.
9. Answers inquiries/complaints from the public or other agencies.
10. Progressively disciplines subordinates and recommends to Administration proposal for termination.
11. Maintains an employee file for each team member and completes performance evaluations.
12. Attends meeting and training sessions and takes an active part in continuous improvement and team building. Conducts weekly supervision with workers. Conducts monthly division meetings.
13. Supervises compliance with all legal documents, SACWIS, ODAPS*,* pertinent data collection and report generation. Prepares all reports and associated paperwork.
14. Supervises and participates in training activities as it relates to abuse/neglect rules, adoption and foster care licensing, adult protective services*,* and any related areas when rules or policies change. Assists with curriculum development and training for interagency staff development training. Evaluates training effectiveness.
15. Oversees field placement assignments and acts as liaison for the Ohio Department of Job and Family Services.
16. Carries a pager and covers after-hours issues according to agency policy.
17. Transports children as needed.
18. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
19. Meets with subordinates regarding policy changes, problems and grievances; determines workload, assigns and reviews work of subordinates.
20. Researches, reads and analyzes new material relevant to service programs and develops plans for the efficient and effective implementation and continuation of service within the assigned division.
21. Develops community resources to benefit programs and recipients.
22. Interviews applicants and makes recommendations to the Director for hiring of new employees or the redistribution of staff.
23. Performs other duties as assigned.
24. Facilitates SAR’s, case reviews, and case plan meetings.
25. Reviews open and closed intake and ongoing cases for quality assurance and CPOE compliance.
26. Demonstrates regular and predictable attendance.

**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, ODAPS); 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 backup 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 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, such as toner and correction fluid); may involve lifting up to 40 pounds (i.e., children, car seats, supplies).

APPLICANTS CAN SUBMIT A RESUME TO [AARON.PEARCE2@JFS.OHIO.GOV](mailto:AARON.PEARCE2@JFS.OHIO.GOV)