



POSITION AVAILABLE:

PCSA Supervisor

POSTING DATE:	Friday, June 3, 2022
DEADLINE TO APPLY:	Open Until Filled
DEPARTMENT:	Job & Family Services / Public Children Services Agency (PCSA)
LOCATION:	Ravenna, OH
WORKING HOURS:	8:00 a.m. to 4:30 p.m. or 9:00 a.m. to 5:30 p.m. Monday-Friday, or 7:00 a.m. to 5:30 p.m. (four – ten-hour days). Based on staff's hours and emergencies, the supervisor will be required to commit to a minimum of 3 late nights in a calendar month.
SALARY:	\$26.37/hour
FLSA STATUS:	Classified, non-exempt

JOB OBJECTIVES:

Provide daily supervision of Social Service Workers in the Intake, Assessment, Intervention and Placement units with PCSA. Functions as a liaison between County Agency, courts, law enforcement, community agencies, schools, and the public. Monitors compliance with State and Federal mandates and assesses employees' caseloads to ensure compliance.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Social Work or related field from a four-year college or university and a minimum of five (5) years' experience working in the social work field. Master's Degree and prior supervisory experience preferred. Must possess a valid Ohio driver's license and maintain continuing eligibility.

EXAMPLE OF DUTIES:

Directly supervise Social Service workers in matters of child/elderly abuse, neglect, child dependency, adoption, foster care licensing and placement and residential placement in accordance with Ohio laws, rules, and regulations. Carry out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, training, assigning, and directing work, performance appraisal, discipline, settling grievances, addressing complaints, and resolving problems, providing interpretation of County policies, procedures, rules, and laws. Conduct staff meetings to keep employees current on new procedures, laws, and policies. Conduct quarterly reviews of cases for the compliance with State and Federal mandates; establish corrective action plans when needed. Monitor and assess quantity and quality of employees' caseloads and ensure corrections are made when necessary. Address and resolve complaints from clients, foster parents, courts, lawyers, and community based social service agencies. Represent the Agency and provide consultation to the public and other agencies as necessary; act as liaison between county agency, courts, law enforcement, community agencies and schools to ensure coordination of family services. Handle child abuse and neglect emergency referrals during after-hours and on holidays on a rotating basis, if necessary (CARES program). Compile data obtained from workers regarding in-house statistical and fiscal data, including movement of children, and tracking service to families and submit to PCSA Administrator. Ensure and maintain security and confidentiality of unit caseload data, which includes information stored on Agency computer and other information systems. Adhere to Local, State and Federal laws and regulations. Serve as back-up for direct report employees when necessary. Keep current in area of responsibility by attending conferences and training applicable to area of expertise.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

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