



## POSITION AVAILABLE:

### Program Manager – Group Home

**POSTING DATE:** Wednesday, December 21, 2022  
**DEADLINE TO APPLY:** Open until filled  
**DEPARTMENT:** Job & Family Services / Administration  
**LOCATION:** Ravenna, OH  
**WORKING HOURS:** Rotation of Day and Evening Shifts as scheduled by the JFS Director and on call as needed.  
**SALARY:** \$30.89 / hour  
**FLSA STATUS:** Classified, Exempt

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#### JOB OBJECTIVES:

Under the direct supervision of the JFS Director, incumbent will be responsible for ensuring all children residing in the agency's group home are connected to and receiving the appropriate care and services. The Program Manager will be a direct conduit of information between the youth's Social Services Worker, family, and the Group Home. The Program Manager will work in partnership with the Clinical Services Manager of the Group Home to provide excellent wrap around services and supports for the children residing in the home and ensuring compliance related to COA, ODJFS and Family First (QRTP) standards, licensing, and certification compliance.

#### MINIMUM QUALIFICATIONS:

Master's Degree from an accredited college in Social Work or another appropriate human services field and a minimum of four years' experience in Residential Service Provision and/or supervision; or any combination of training, education, and experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

#### EXAMPLE OF DUTIES:

Supervise and evaluate Social Service Worker III – Group Home. Perform staff supervision of SSW IIIs, including individual staff meetings, to enhance the functioning of the team. Interview, train, schedule, observe, evaluate, discipline, and respond to concerns and assure teamwork and clear communication. Responsible for ensuring the goals of each child as established in the Child Service Plan are being met. Coordinate services with the assigned caseworker to implement and carry out individual and family case plan goals. Participate in all schedule Family Team Meetings and meetings with the youth's assigned case worker. Ensure the documentation and recording of daily behavior and activities of residents, including sleep logs, critical incident reports, police reports, medical files, visitation sheets, and other required reports, logs, or communications. Coordinate all educational objectives for the youth residing in the home. Responsible for ensuring child/ren are on target to graduate and will advocate for educational supports and needs as determined necessary. Ensure resident's appointments are kept. Assists with the transportation needs of the residents. Ensure the home is at an above-average level of cleanliness. May be responsible for purchasing all items for the home including food and supplies. Identify and provide therapeutic opportunities and interventions to address treatment needs of residents. Approve and may supervise the recreation activities for residents, including dinners, picnics, trips, transportation, sports. Approve and monitor chore charts and allowance distribution. Work with Social Service Worker and Independent Living Coordinator to ensure all youth have Birth Certificates, Social Security Cards, IDs, and bank accounts and if applicable applications to Social Security. Responsible for recommendations and tracking of all independent living goals, ensuring discharge plan is completed and provided to all participants of the Independent Service Plan (ISP) group prior to discharge with a packet of information and reviewed with the resident and new placement providers (if relevant) on how to access additional supports from the agency and community providers. Responsible for ensuring a plan for aftercare supports as required by OAC 5101:2-9-42(B)(7) is created and that the youth is referred to the Ohio Means JOBS/CCMEP Division. A meeting in person or virtually with the aftercare assigned Case Manager must be completed prior to discharge. Appropriate releases of information will be secured to ensure the Social Services Workers of the Group Home can follow up, monitor, support, and document after care services. May be scheduled to provide direct childcare for residents of the group home and will serve as direct care provider when staffing levels requires this need. Will be trained as a PAARR Trainer and will provide new and refresher training to employees of the Group Home. Liaison between CCMEP and Bridges. Assists with off-grounds activities. Know and meet ODJFS Rule Requirements. Testify in court proceedings and/or prepare and file court-required child welfare documents, as required. May provide training and service coordination to JFS employees and community partners. Monitor and assure the group home is behavioral health specific and compliant with all state regulations, licensing requirements and COA/ODMHAS standards. Must be able to maintain a flexible work.

#### 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>
- APPLICATION, COVER LETTER AND RESUME CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**

**449 S. MERIDIAN STREET, 7<sup>th</sup> Floor**

**RAVENNA, OHIO 44266**

**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225**

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