



POSITION AVAILABLE:

PCSA Supervisor

POSTING DATE: Wednesday, February 2, 2022
DEADLINE TO APPLY: Open Until Filled
DEPARTMENT: Job & Family Services / 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: \$25.78/hour
FLSA STATUS: Classified, non-exempt
VACANCIES: 1

JOB OBJECTIVES:

The primary purpose of the PCSA Supervisor position is providing 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 under the existing County driver eligibility standards.

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.

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

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)