

HURON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

JOB POSTING



POSITION TITLE: Family Support/ Workforce Development Supervisor
Posted Date: 3/22/21
Posting Number: 2021-6
Department: Family Support Services/ Workforce Development
Reports to: Family Support/ Workforce Development Administrator
Status: Non-Bargaining
FLSA Status: Non-Exempt
Classification Number: 30125
Hours: 8:00-4:30 (flexible, nights and weekends expected)
Prepared by: Human Resources Administrator
Approved by: Executive Director

MINIMUM QUALIFICATIONS:

1. Bachelor’s degree from a four-year college/university in human services related field;
-or-
2. Bachelor’s degree in any field and employed for at least two years in a human services related occupation.

Pay Range: \$18.41-\$27.63 per hour plus education and longevity

SUMMARY

Supervises daily operations of the Family Support and Workforce Development units. Provides training, instruction, and coaching to aid staff in career development and makes recommendations regarding personnel matters. Monitors staff caseloads and work for timeliness, accuracy, and quality to ensure client/ agency needs are being met.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises Family Support Services and Workforce Development units.
- Evaluates employee performance and provides training, instruction, and coaching to aid in their career development.
- Authorizes employee leave and overtime.

- Has the authority to recommend hire, transfer, suspension, lay off, recall, promotion, discharge, assignment, or discipline for employees in unit.
- Resolves staff and client grievances and makes recommendations regarding personnel matters.
- Conducts staff meetings and identifies training needs and recommends same.
- Provides regular monthly supervision to direct supervisees and keeps written supervision notes.
- Works closely with law enforcement, schools, hospitals, mental health professionals, and other community partners.
- Maintains working knowledge of community resources and makes immediate referrals for applicable services.
- Assigns and monitors caseloads for Workforce Development and Family Support Services.
- Reviews cases to determine whether proper procedures and paperwork were fully completed.
- Reviews cases for ODJFS monitoring.
- Attends county conferences and state hearings.
- Work with QA and Trainer to determine best practices and training needs.
- Ensures state rules and regulations and other deadlines are met in supervised program areas.
- Ensures performance standards are met within unit, including customer service goals, accuracy rate and timeliness.
- Prepares monthly, quarterly, and annual reports for WFD/ FSS Administrator.
- Helps develop and implement new programs within FSS and WFD, and consistently reviews and evaluates unit programs for efficacy, quality, and accuracy.
- Adheres to all relevant federal, state, and local rules and guidelines, and internal procedures.
- Must possess a valid State of Ohio's driver's license and auto insurance in accordance with ORC 4509.5.
- Must demonstrate regular and predictable attendance
- Other duties as directed by Administrator and/or Executive Director.

NON- ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Attends conferences, workshops and training sessions pertinent to job duties to meet state mandates.
- Participates on internal and external committees related to program/department.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to the position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in laws, rules, and best practices standards governing WFD/FSS.

- Knowledge of word processing principles, budgeting, and intermediate math.
- Skill in client engagement, interviewing techniques, conflict resolution, and case management.
- Skill in employee supervision, coaching, corrective action, and career development.
- Skill in utilizing computer systems, scanning software, and virtual conferencing.
- Skill in establishing and maintaining effective working relationships.
- Skill in effective oral and written communication.
- Ability to connect clients to community resources.
- Ability to develop strong partnerships with community partners.
- Ability to answer routine questions and inquiries from staff and clients.
- Ability to maintain complete and accurate records.
- Ability to prepare accurate and concise written assessments, case notes, and reports.
- Ability to maintain confidentiality.
- Ability to meet strict deadlines.

HOW TO APPLY:

If interested submit Resume, Cover Letter and Employment Application to Lara Hozalski, Human Resources Administrator, 185 Shady Lane Drive, Norwalk, Ohio 44857 or lara.hozalski@jfs.ohio.gov .

You can find our application at: <https://www.huroncountydjfs.com/careers>

Deadline: March 31, 2021

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