

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 4/23/2024

Response Deadline: open until filled

Agency: Job & Family Services – Children Services Division	Job Title: Social Services Supervisor - Screening (Part Time) multiple positions
Classified: <input checked="" type="checkbox"/> Unclassified: <input type="checkbox"/>	Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Starting Salary: \$27.89/hr.
Location: 300 N. Fair Ave, Hamilton OH 45011	Hours of Work: TBD – Evenings/Weekends

Essential Functions:

- 1) Screen In/Out incoming calls for Children Services and Adult Protective Services; responsible for the assignment, monitoring and direction of workloads to employees in the Screener unit and after-hours staff; directly supervise employees assigned to the Screener unit (Weekend Social Worker 4 and Social Service Worker 4, Screener) and all after-hours staff (including Family Preservation and Special Investigation Unit On-Call employees), including orientation, training and counseling of employees assigned; monitor performance of employees assigned to unit including written performance evaluations; substantiate and document the need for training, commendation or disciplinary action as required, administer same; participate in labor agreement administration and grievance handling in proactive and timely fashion; certify timecards and adhere to agency policies; provide recommendation in the hiring of new employees for the unit by conducting and participating in the interviews of applicants and current agency employees; recommend reclassification of unit employees and recommend outside training opportunities for unit; attend and/or help conduct workshops and training sessions; and assist with training of new employees through one-on-one and group trainings.
- 2) Responsible for staff's compliance with applicable laws, rules and regulations and agency policies and procedures that relate to the screener function as well as the on-call function, including conducting unit meetings with unit employees to inform of changes.
- 3) Advise administration of unit needs, recommend priorities, assist in planning and development of social service programs, and evaluate delivery of services and recommend more efficient ways to provide services.
- 4) Review referrals in a timely manner; assign priorities and coordinates the processing of cases for assignment; and seek and obtain placements for children when necessary.
- 5) Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Required Qualifications:

- Completion of course work for Bachelor's degree (Master's degree preferred), preferably in the areas of social work, sociology, psychology or related field; and
- Three (3) years of experience as a Social Service Worker 3; or
- Any combination of education, training and/or experience equivalent to the above minimum qualifications.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume To: resumes@bcOhio.gov (indicate job title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER