

Notice of Vacancy Stark County Job & Family Services



Program Administrator, Children Services

SUMMARY

Directs major function of agency providing services in the field of child and adult protective services to individuals, groups, or community by performing the following duties personally or through subordinate supervisors

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)

Works with Deputy Director and Assistant Deputy Director to establish policies and procedures, administers Children Services programs and assumes responsibility for quality assurance. Determines policies and defines scope of services to be rendered within legislative regulations for public child welfare agency functioning.

Assumes responsibility for development and administration of standards and procedures related to personnel, including staff development, performance accountability, budget, and physical facilities.

Responsible for establishing, reviewing and revising budgetary needs related to the multiple functions that belong to program area (recruitment, foster parent retention and recognition activities, etc.).

The ability to analyze data for trends and to implement appropriate strategies when necessary. The ability to evaluate process, performance and the needs of the program.

Work collaboratively with other program areas to maintain open communication at all levels. Model agency expectations for performance and ethical behavior.

Remain current on best practice in child welfare and program area.

Interprets agency purpose and program to community. Establishes and maintains relationships with other agencies and organizations in community toward meeting community needs and services.

Prepares, distributes, and maintains variety of reports.

Inspects agency operations and facilities to ensure agency meets standards and procedures criteria.

Directs or coordinates fund raising, public relations, and fact finding or research activities.

SUPERVISORY RESPONSIBILITIES:

Manages subordinate supervisors who supervise employees in the Intake, On-going and Adoption/Foster areas. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

EDUCATION AND/OR EXPERIENCE:

Master's degree required plus a minimum of three years supervisory experience in a public child welfare agency.

CERTIFICATES OR LICENSES:

Valid Driver's License to access work site and other work related locations as well as ability to maintain insurability in accordance with ORC 4509.51 at all times. LSW, LPC, LISW or LISW-S preferred.

To apply, please access the agency's website at www.starkjfs.org An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED