



**Franklin County**  
**Department of Job & Family Services**  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Social Service Supervisor (Non-Bargaining) **PCN:** 102340

**DEPARTMENT:** Child Care - Northland Opportunity Center **P. R.:** N15

**REPORTS TO:** Deputy Director, Child Care

**RESPONSIBILITIES:** Supervise childcare licensing staff and oversee the process of pre-licensing and ongoing licensing requirements for childcare home providers in conformance to federal, state, and county childcare regulations, policies, procedures and current child development theory. Assist in interpreting new and existing regulations regarding licensure of childcare home providers and various other governmental or agency policies. Participate in the planning, coordination and supervision of county or ODJFS required in-service training for home childcare providers; and conduct staff meetings and in-service training for licensure staff.

Initiate and reevaluate unit policies and procedures to improve efficiency and production levels to maintain appropriate information flow and communication with the staff. Analyze directives from federal and state levels for implementation; prepare routine statistical reports on home provider activities. Interview and select new hires. Serve as liaison with community agencies. Write and/or supervise preparation of material for publicity or educational purposes; plan and participate in activities to recruit childcare home providers. Review and respond to complaints from customers about staff and services.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in social work or related field with three (3) years of social work, case management, or related experience; or any equivalent combination of training and experience.

**PREFERRED QUALIFICATIONS:** Bachelor's degree in Early Childhood Education with three (3) years of experience monitoring or implementing ODJFS Child Care (Type A,B or Center) rules, three (3) years of experience in Early Childhood Education, and one (1) year of experience with implementing and/or training Step Up to Quality (SUTQ) requirements.

**STARTING SALARY:** \$23.09 per hour per hour, plus a Comprehensive Benefits Package  
180 day probationary period

**DATE POSTED:** Thursday, May 5, 2016

**DEADLINE TO APPLY:** Wednesday, May 18, 2016

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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