



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: Case Manager Supervisor (Non-Bargaining) **PCN:** 100169

DEPARTMENT/LOCATION: Training Unit/West Opportunity Center **P. R.:** N15

REPORTS TO: Administrative Officer

RESPONSIBILITIES: Responsible for new worker training as well as internal policy/procedure training for existing staff. Develop and revise training curriculum and materials in conjunction with opportunity center staff and in response to training evaluations. Conduct training presentations in classroom, teleconference, and webinar formats. Evaluate trainees on program/procedure knowledge. Provide initial and ongoing training to unit staff on agency policies and procedures, federal and state regulations and requirements. Conduct regular unit meetings and individual conferences with unit staff to inform and counsel them regarding unit and individual performance, and corrective action issues. Monitor and approve timesheets and schedules to provide appropriate unit coverage. Consistently review and evaluate staffing levels and redistribute workloads. Evaluate the service delivery system and make recommendations for more effective ways to provide service to center customers. Assist case managers in implementing service or coordinating services with other agencies to meet customer needs. Work with local organizations and assist in the identification and development of service or other resources. Work with the Job Development and Resource unit in the development of employment opportunities and the placement of center customers in gainful employment.

MINIMUM QUALIFICATIONS: Bachelor’s degree in any field supplemented by three (3) years experience in social work, case management or public assistance programs; or any equivalent combination of training and experience.

STARTING SALARY: \$24.53 per hour plus a Comprehensive Benefits Package
180 day probationary period

DATE POSTED: Friday, December 23, 2016

DEADLINE TO APPLY: Friday, December 30, 2016

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

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