

Social Program Administrator 1 – Floating Intake Administrator

At Franklin County Children Services, we are committed to our Guiding Principles: We are Child Welfare Professionals; We Honor Families; We Value Every Child; We Value Partnerships.

The Agency is seeking a Social Program Administrator 1 in our intake department to provide leadership and manage the day-to-day operation of placement services both contracted and kinship under the leadership of the associate director of placement. This position is designed to apprentice under the leadership of the associate director of placement for succession planning.

Assists the associate director of placement with the design, development and implementation of the Agency's work related to contracted and emergency kinship placements. Assists in the supervision of kinship and placement teams. Leads cross training efforts of staff in kinship, placement and screening teams related to placement. Develops a broad understanding of all contracted placement providers and maintains professional relationships with contracted placement entities. Participates in ongoing RFP processes related to contracted placement. Maintains statistics related to both paid and kinship placement patterns including disruptions. Provides ongoing assessments and recommendations related to staffing patterns.

Advantages of Working at Franklin County Children Services:

- Health Care Benefits - Medical/Dental/Vision/RX/Mental Health/EAP
- Life Insurance Plans
- 10 Paid Holidays, five personal days and two weeks of vacation after your first year
- We contribute 8.5% of your OPERS contribution
- Tuition reimbursement
- College loan repayment and Perkins Loan deferment/pay-off
- Longevity pay/length of service pay
- Opportunities for Advancement!

Qualifications:

- Required - completion of undergraduate coursework in social or behavioral science plus 12 months experience in delivery of social services, plus six months supervisory experience; or completion of graduate coursework plus six months experience in delivery of social services plus six months supervisory experience or equivalent
- Preferred - master's degree in social work with several years of social services experience including several years of supervisory/administrative experience; knowledge of child welfare systems management and program evaluation plus basic understanding of statistics; excellent written and verbal communication skills

How Do I Apply?

Please send resume and cover letter to fcshsr@fccs.us.

You can view a complete position description and get additional details about openings on our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>