
Administrator, Social Program 4 / Kids Hotline(Job Id 1057)

Location: US:OH:Cleveland

Category: Division of Children
& Family Services

Salary: 77,854.40-93,392.00
USD

Post Date: 11/10/2022

Close Date: 12/03/2022

Description

Social Program Administrator 4 / 696-kids hotline

Reports to: Deputy Director

Child abuse or neglect affects more than three million children annually and causes the deaths of about four children every day. Preventing and reporting child abuse is one of the most important things a community can do for its children. Cuyahoga County receives almost 40,000 reports of alleged child abuse or neglect each year. The Social Program Administrator will oversee all functions of the hotline.

Our hotline is staffed 24 hours a day, 7 days a week (including holidays) to screen referrals of suspected child abuse and neglect. When a concerned family member, community member, professional, or mandated reporter calls the hotline a trained Child Protection Specialist will document the allegations, assess the priority level for response, and determine whether to assign the referral for investigation.

Essential Job Functions of the Social Program Administrator 4:

The following duties are normal for this qualification. They are not to be seen as all inclusive.

Manages multiple social programs in a department with less than 500 employees

- (e.g.- develops and implements policies and procedures; monitors compliance of social programs with federal and state regulations governing program areas; provides interpretation, clarification of applicable regulations, policy and procedures monitors programs' grant compliance;
- oversees program budgets and expenditures; develops program resources; designs and prepares written materials describing program; attends meetings and prepares and delivers speeches regarding social program; provides technical advice and consultative services to community advocates, providers, other County public and private agencies, legislators, other division administrators).
- Serves as a staff specialist for the specific department director regarding large scale departmental operations and analysis.
- Performs administrative functions (e.g. - prepares annual reports, budgets, and work plans; prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social program)
- Minimum Training and Experience Required to Perform Essential Job Functions
 - Bachelor degree in social work with six years of social work experience; or any equivalent combination of training and experience.

• Application Process

This is a non-competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will put your name on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list. HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile.

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Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.