

**Quality Review Coordinator (Safety Culture Coordinator) (4028-12)**

*Are you interested in serving our community and helping to protect our county's most vulnerable children? At Hamilton County Children's Services, this is what we do every day. We are looking for compassionate, tenacious workers who are dedicated to engaging families and ensuring that children are safe.*

*We look forward to learning more about you and your passion for this work! Please see the full job description below.*

**Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off**

11 Paid Holidays, Immediately Begin with 40 hours of Paid Vacation and accruing Sick Time, and Paid Parental Leave. Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option. Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Free On-Site Parking or commuter stipend, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

**DEADLINE TO APPLY:** 6/14/24

**WORK LOCATION:**

Job & Family Services  
222 E. Central Parkway  
Cincinnati, OH 45202

**WORK HOURS:** 40 hours/week

**Annual Salary:** \$53,872

**NOTE:** Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment.](#)" Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

**REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):**

- Bachelor's degree in public administration, business administration, Special Education, Therapeutic Recreation, Sociology, Criminal Justice, Human Services (including a clinical practicum of at least one year), Social Work, or a related field from an accredited college or university; **AND**
- One (1) year- of experience with a Department of Human Services (DHS) (or comparable department); **OR**
- One (1) year of experience as a Quality Review Analyst

**AGENCY-PREFERRED QUALIFICATIONS:**

- Ability to accurately identify patterns;
- Ability to identify present and impending danger safety threats and caregiver protective capacities;
- Ability to construct and follow present danger and impending danger safety plans;
- Ability to identify sufficiency of information collected to support and justify the safety decision;
- Ability to identify differences between behavior change and compliance

**JOB DUTIES (SUMMARY):**

**REGULAR AND PUNCTUAL ATTENDANCE IS REQUIRED TO PERFORM THE FOLLOWING ESSENTIAL FUNCTIONS:**

- The Safety Culture Coordinator serves as an internal consultant, assisting with the agency's Safety Model implementation efforts and ongoing maintenance; Reviews, analyzes, and provides feedback of existing Children's Services operations to maintain and improve safety decision making, efficiency, and casework quality and recommends necessary improvements; Develops and creates tools to enrich knowledge of Safety Model practical application; Facilitates coaching and mentoring experiences with Children Services Caseworkers around Safety Model through learning opportunities and skills practice sessions; Builds and maintains professional, collaborative working relationships with Children's Services staff.; Ensures compliance with Safety Model, Children's Services practice standards and federal, state and local laws and department policies and procedures; Prepares written reports summarizing findings and recommendations; Plans, organizes, and implements methodologies for analysis.
- Conducts review of identified high risk Children's Services cases through Accelerated Safety Analysis Protocol (ASAP) through application of the Safety Review process; Completes Safety Review tool with analysis of critical information as it pertains to safety decision making; Analyzes casework practice with identified cases, identifies trends and provides documented findings; Identifies barriers for completion of follow up and takes an active role to minimize those barriers; Participates in prompt in-person Safety

Reviews, staffing and phone consultations using subject matter expertise (in HCJFS Safety model) with Children Services managers and staff, etc.; Ensures follow up is completed with timeliness and sufficiency with specific urgency when applicable around child safety.

- In collaboration with other supporting sections, assists in development/implementation of new systems, procedures, programs to improve agency casework practice, safety decision making, effectiveness, morale, and/or quality of service through alignment with and support of the Safety Model.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Performs other related duties as assigned.
- Attends necessary approved training as required.

**KNOWLEDGE, SKILLS AND ABILITIES: (\*Indicates can be developed after employment)**

**Knowledge of:** Children’s Services practice standards; HCJFS Safety Model; HCJFS/ODJFS PC systems and applications; ORC and OAC as relevant to Children’s Services Practice\*

**Skill in:** Critical Thinking, collaboration; building and maintaining relationships to gain trust and confidence

**Ability to:** Articulate and explain the HCJFS Safety Model; Manage and identify barriers and create solutions; understand and prioritize daily activities around child safety; comprehend and execute verbal and written direction; work independently on most tasks; accept constructive feedback and use as an opportunity for personal development; collaborate effectively with a wide range of staff, managers, and administrators; reflect social work principles in work with families and peers; show initiative to improving Children’s Services practices

**PHYSICAL and/or MENTAL REQUIREMENTS:**

- Lift and carry children, child car seats, and infant carrier, large case files, training material, and occasionally push a cart containing case files and training materials
- Stand entire length of home visit or training (an hour or longer),
- Conduct home visits during the warmest months of the year (no air conditioning)
- Significant walking to, from, and during home visits, supervised visitation, court, meetings, and other obligations;
- Frequently enter and exit motor vehicle
- Frequently climbing and descending stairs
- Potentially seeing and hearing traumatic events/situations
- Sitting for extended periods while working on the computer, home visits, court, meetings, etc.
- Stooping, bending, crouching

**POSITIONS SUPERVISED:**

- None

**HAZARDOUS and/or WORKING CONDITIONS:**

- Occasional potentially hazardous/dangerous situations and could involve violent/upset clients
- Animals, insects, rodents in family homes
- Unstable Structures

**BACKGROUND CHECKS REQUIRED:**

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee