

Medina County Job and Family Services

Position Description

Division:	Social Services
Unit:	Family and Children=s Services
Supervisor:	30100.0 Louise Brown

Classification: Child Care Certification Worker	Working Title: Child Care Certification Worker
Class Number: 30130-Medina	Position Control Number: 30105.0
Status: Bargaining	Pay Range: 28

Summary of Essential Duties

Under the direction of the unit Supervisor, conducts investigations for the certification of child care provider homes; conducts informational meetings for potential and ongoing care giver services, as well as providing ongoing training for child care providers to maintain certification. Completes annual reassessments, maintains files to assure compliance with State and Federal requirements and coordinates recruitment plan.

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional , ethical and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Completes the certification and recertification of child care giver homes, conducting informational meetings for both potential and ongoing care givers.
5. Conducts home studies to determine quality assurance and completes annual reassessments to recommend continuing certification.
6. Monitors the quality of care through on-site visits with care givers; investigates complaints and recommends appropriate corrective action.
7. Maintains care giver files in compliance with State and Federal requirements; completes all necessary procedures and paperwork as defined by ODJFS rules and regulations and agency policy.
8. Maintains agency resource files on available care givers; maintains licensor notebook and tickler file for due dates of case actions; performs general clerical tasks (e.g., filing, making copies, data entry).
9. Coordinates provider related billing (i.e., monthly day care billing invoices, provider time sheets, provider pay rates) and advises providers on record management.
10. Participates in decision making concerning the matching of client to care giver, particularly protective service clients.
11. Performs public relation duties; facilitates communication with other staff members and

- departments, the general public, clients, vendors, community groups and other Job & Family Services agencies.
12. Conducts training sessions and identifies other training opportunities for providers.
 13. Prepares the annual plan for the recruitment and training of care givers, coordinating activities necessary to implementing that plan (including development of material for mass media or group presentation, preparation of curriculum, identifying trainers, securing materials).
 14. Makes arrangements for meetings (i.e., types agendas, schedules rooms, assures availability of necessary equipment).
 15. Keeps current on training requirements, attends required meetings and shares gained information with co-workers. Participates in ongoing State meetings, quarterly networking and the Director=s Advisory sub-committee.
 16. Assumes responsibility for non-routine tasks and completing projects or other assignments delegated by the Supervisor or Deputy Director.
 17. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.

Knowledge, Skills and Abilities

Knowledge of: Ohio Department of Job and Family Services rules and regulations; Federal, State and Local laws regarding child care providers; State and Federal mandated forms, documentation and procedures; legal procedures related to children and adults including provider (i.e., day care); recruiting new providers; certification, recertification policies and procedures; contracts for providers; provider home and center inspection procedures; provider related billing (i.e., monthly day care billing invoices, provider time sheets, provider pay rates); intermediate mathematical procedures; office practices and procedures; Administrative practices; agency computer system; typing; telephone system.

Skill in: Organization; writing (e.g., legal documents, contracts, letters); word processing; operation of computers and agency computer systems; public speaking; oral communication; typing; interviewing; assessment.

Ability to: Prepare and complete all required paperwork as mandated by the agency, State or Federal regulations; work with others by giving or exchanging facts and information regarding the child care program; answer routine questions; conduct certification and recertification of providers; recruit new providers; verify completion of forms; update and maintain accurate files; inspect providers= homes and centers to insure rules and regulations are met; document inspections and correspondence; investigate complaints against providers and make referrals based on investigations; advise providers on suitable office practices and record management; provide direct services to clients in their homes; review provider related billing invoices to be processed for payroll; prepare provider time sheets; calculate provider fees; update computer records to reflect home providers= pay increases; calculate monthly day care billing invoices; work with fiscal unit; train providers; update training records on providers; read and comprehend training/information manuals and materials on provider policies and procedures; attend training and education programs.

Qualifications

Possession of a Bachelor=s degree in Social work, Psychology, Sociology or Behavioral science as a major, or a major in Education or Criminology with a minor in

Social Work, Psychology, Sociology or Behavioral Science.

Preferred Qualifications:

Master=s degree in Social Work, Psychology, Sociology or other Behavioral Science,
Ohio Social Work license, and
One year paid experience working in the field of social work or related behavioral science field.

Additional Requirements

Must successfully undergo BCI background check
Successfully complete an alcohol and drug screening
Possess a valid Ohio Driver=s License
Provide proof of eligibility to work in the United States

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, dirt, contagious diseases, common office chemicals such as toner and correction fluid); may involve lifting up to 40 pounds (i.e., children, car seats, supplies).

Child Care Certification Worker P.C.N. 30105.0

List Position Numbers and Class Titles of Positions directly supervised:	Signature of Agency Representative:	Date:
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