



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

TEMPORARY PART-TIME POSITION AVAILABLE

JOB CLASSIFICATION TITLE: TEMPORARY PART TIME COMMUNITY
OF SUPPORT LIAISON

DEPARTMENT: DEPARTMENT OF JOB AND FAMILY
SERVICES, CHILDREN SERVICES
DIVISION

WAGE: \$22.24 - \$24.30 PER HOUR

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING JUNE 8, 2022.

**VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS:** CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP
AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT UNIKA MILLER WITH
QUESTIONS AT: 513-695-2691.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Community Support Liaison **Incumbent:**
Class Title:

Department:	Jobs and Family Services Children Services Division	FLSA Status:	Non-exempt
Pay Range:	8	Civil Service Status:	Classified
Probation:	365 Days	Employment Status:	Part-Time
Work Hours:	8:00A.M. to 4:30 P.M.	Lunch:	Unpaid

JOB RESPONSIBILITIES:

Under direction of Warren County Children Services, the Community Support Liaison will manage the Communities of Support Grant. This position is a temporary position that will be renewed yearly contingent on funding. If funding is no longer available through this grant, the position will be terminated.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Any combination of training and work experience which demonstrates applicant's knowledge, skills, and abilities necessary to perform job responsibilities. Minimum academic qualification is a Bachelors Degree in Human Services related studies. Experience in child welfare is preferred.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Ohio Valid Driver's License

Child and Adolescent Needs and Strengths (CANS)-Certification can be obtained upon hiring

ESSENTIAL FUNCTIONS:

1. Knowledge of the Communities of Support Grant.
2. Create and maintain a group of community partners that will create and implement discharge plans for residential youth.
3. Facilitate family collaborative planning meetings with community members.

4. **Work with the Health Department and infant serving medical facilities to assure they have knowledge and guidance on assessing a Plan of Safe Care for a substance exposed and /or affected infant in accordance with the Comprehensive Addiction and Recovery Act (CARA).**
5. **Will complete training and successfully obtain the CANS training and acquire assessment certification in order to administer the CANS Assessment.**
6. **Will complete a six-month discharge plan for the child to be developed with the treatment center and the collaborative team.**
7. **Obtain necessary information to complete the CANS Assessment within 30 days of placement within a Qualified Residential Treatment Program (QRTP).**
8. **Responsible for holding a monthly meeting with community stakeholders to discuss current cases from Warren and Clinton County Children Service's that are in a QRTP or planning to be discharged.**
9. **Work with Clinton County Children Services and Warren County Children Service's to assure that 30-day CANS Assessments are complete and 6-month discharge plan of their children in QRTP.**
10. **Maintain monthly contact with residential treatment facilities.**
11. **Attend Warren County FCFC meetings.**
12. **Attend all necessary ODJFS meetings regarding this grant.**
13. **Maintain case records as required by law. Maintain documentation needed for reporting and program evaluation.**
14. **Demonstrates regular and predictable attendance.**
15. **Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**

OTHER DUTIES AND RESPONSIBILITIES:

1. **Performs other duties as assigned by supervisor.**

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: departmental policy and procedures; office practices and procedures; public relations, data processing.

Ability to: interpret a variety of instructions; communicate effectively; copy material accurately and correct grammatical and spelling errors; develop and maintain effective working relationships; maintain accurate records; calculate numbers; gather, collate and classify information; prepare meaningful, concise and accurate reports.

Skill in: typing; computer; calculator; filing; copier; fax, etc.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 2 of 3

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:2021

Date Revised:

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747