

Career Opportunity

Social Service Administrator

Ottawa County, a largely rural county on the shores of Lake Erie, is currently seeking an Administrator to oversee Social Service programs including Child and Adult Protective Services, Child Care, Foster Care and Adoption programs. Responsibility will include the direct supervision of staff, community outreach, team development, strategic planning, and achievement of applicable state performance standards.

MINIMUM QUALIFICATIONS:

The successful candidate must possess written and oral communication, leadership and collaboration skills, five years experience in child welfare practice and performance with SACWIS system, as well as a good familiarity with the legal issues surrounding child welfare. Additional requirements include a Bachelor degree in Behavioral or Social Science, Master Degree in same stated areas preferred. Licensed Social Worker also preferred. Other requirements include experience in managing the operations of a client driven service system, including two years in supervision, and a working knowledge of Social Service programs.

STARTING PAY: \$50,000 to \$55,000 annually, based on qualifications.

FRINGE BENEFITS INCLUDE:

- Flexible work hours
- Pre-tax Flexible Medical Spending & Dependent Care
- Health, dental and vision insurance
- Prescription drug card
- Paid sick leave if leave available
- Paid vacation
- Deferred compensation plans available

Accepting cover letter/ resumes through January 21, 2021, or until filled, at:

Stephanie Kowal, Director
Ottawa County Department of Job and Family Services
8043 W. State Route 163, Suite 200
Oak Harbor, OH 43449

Ottawa County is an Equal Opportunity Employer and Drug Free Workplace