



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

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: POLICY AND QUALITY IMPROVEMENT
COORDINATOR

DEPARTMENT: WARREN COUNTY JOB AND FAMILY
SERVICES, CHILDREN SERVICES

PROBATIONARY RATE: \$26.06 - \$29.50 (365-DAYS)

PAY RANGE: #20

SCHEDULED HOURS: 40 HOURS PER WEEK

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 NOVEMBER 8, 2024 .

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US. COMPLETE THE
APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION, DOWNLOAD TO YOUR DESKTOP AND EMAIL WITH A RESUME TO:
WCCOMMAPP@CO.WARREN.OH.US . PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS
AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

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 **\$270 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

WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION

POSITION TITLE: POLICY & QUALITY IMPROVEMENT COORDINATOR

INCUMBENT:

CLASS TITLE:

Department: Warren County Children Services	FSLA Status: Non-Exempt
Reports To: Director	Civil Service Status: Classified
Pay Range: 20	Employment Status: Full Time, Permanent
Probation: 365	Lunch: Unpaid
Work Hours: 40	

JOB RESPONSIBILITIES:

Under the general direction of the Director, the Policy & Quality Improvement (QI) Coordinator will compose and/or revise Policies and Procedures for Warren County Children Services. The Policies and Procedures will be written in compliance with Federal, State, and County regulations. The Policy & QI Coordinator will be responsible for Quality Improvement strategies including but not limited to Child Protection Oversight and Evaluation, Plan for Performance Improvement, Data Analysis through available reports, annual agency report, random and targeted case reviews, MOUs and contracting, agency audits, and Strategic Planning. This position will also serve as the Grievance Officer and Civil Rights/ADA Compliance Officer.

QUALIFICATIONS:

The minimum qualifications for this position are as follows:
Bachelor's degree in social work or a closely related field.
At least two (2) years of experience working within the Ohio Child Welfare System.
Strong written and verbal communication skills as well as adherence to detail.
Advanced knowledge of the Ohio Revised Code, Ohio Administrative Code, and any other applicable rule or policy influencing child welfare practice.
Knowledge and Experience with SACWIS/CCWIS and data collection, analysis and reporting relevant to Quality Improvement, EXCEL, PowerPoint

ESSENTIAL FUNCTIONS:

Procedures:
Maintain policies; New DCY Policies, Policy Revisions, New WCCS Policies-Policy Binder and WCCS SharePoint site.
Participate in Rule Review, monitor Ohio Rule Watch, Matrix for WC Prosecutor reviews.

Plan, implement, and evaluate new Programs & Procedures.
Partner with Training Coordinator to inform staff on new Policies and Procedures.

Grievances:

Maintain Grievance tracking spreadsheet.
Serve as Grievance Hearing Officer; scheduling, facilitating hearings, reviewing cases, preparation of reports with recommendations to the Director, send notices, make any disposition updates, and send new notices.
Assess patterns for agency performance improvements.

Civil Rights, ADA and LEP:

Serve as Civil Rights & ADA Compliance Coordinator.
Maintain/Update WCCS Civil Rights, ADA & LEP plans.
Work with JFS/DCY and BEAD for any program changes.
Ensure staff are trained as required, maintain EEOC notices and postings.

Quality Improvement:

CPOE-Participate in CPOE and PPA review, plans & monitoring.
Case reviews (random and targeted); SharePoint surveys.
Data and Reports-Maintain agency stats & information-Annual report and other needs for projects, new programs, grant requests, etc.
Learn and utilize BIC and ROM for Child Welfare Data and Performance Measures.
Monitor QI efforts for contacts (post on WCCS dashboard), child fatality/near fatality, Independent Living, QRTP, & IV-E, case plans, SARs, permanency round tables, random moment samples, placement agreements, AFCAR data, MEPA, etc.
Assist with MOUs, Child support/SETS, Fiscal audits, OIS audits as needed.
Assist with Strategic Planning, Projects, Excel, and PowerPoint needs.

Demonstrate regular and predictable attendance.
Follow all safety and health practices of the Warren County Board of Commissioners.
Attend meetings, seminars, and training.
Perform other duties as required by Director.

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

KNOWLEDGE of: OAC; ORC; Department of Children & Youth rules and policies; Warren County Policies*; Warren County Children Services Policies and Procedures*; SACWIS/CCWIS, BIC/ROM*, Traverse, and CPOE. Basics of Quality Assurance/Quality Improvement principles

ABILITY to: Prepare written communication with correct grammar and punctuation; research and interpret rules/regulations, and accurately reflect these in written communication. Present necessary changes and updates to staff in a clear, concise manner.

SKILLS in: Organization of work; clear and written documentation; oral communication; performing computer operations (Microsoft Word, Microsoft Excel, Windows); Interpreting data; report writing, Traverse and SharePoint.

SIGNATURE

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)