

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Social Program Developer	<u>CLASS NUMBER:</u> 30401	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 082413
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday - Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Social Service Supervisor (082300)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Social Program Developer classification is to plan, develop, and implement plans and projects to increase linkages and collaborative efforts between the agency, community agencies and organizations, businesses, sponsors, contracts, and other stakeholders.

JOB DUTIES:

Oversee child support case processes and engage other partners with face-to-face contact. Hold regular meetings with program staff from all partners. Identify and try to remove any barriers program providers are facing. Collaborate with the domestic violence consultant to create necessary protocols and ensure all project staff, internal and external receive domestic violence training. Create procedural justice training and provide same to all project staff, internal and external. Support all project staff and partner staff in incorporating principles of procedural justice into all programming. Provide technical assistance, consultation and information to staff and clients regarding the CARE-PJAC Grant.

Create and update any program records necessary for grant administration and evaluation. Function as site evaluation coordinator; work with the Federal Office of Child Support Enforcement (OCSE) and evaluation team to collect data. Maintain study integrity. Engage and collaborate with OCSE and the evaluation team. Works closely with the Technical Assistance and Evaluation team to identify client groups or sub-groups, scheduling interviews, surveys, focus groups, and any other required means of information collection for the purposes of program mapping and evaluation; to design and implement interventions, collect and analyze data. Assist the evaluation team in scheduling any onsite visits conducted for training or data collection purposes. Actively participate in evaluation team onsite visits and work with the evaluation team to coordinate logistics and agenda, as requested, and arrange for participation by all key decision makers.

Prepare marketing plans for internal and external communications and presentations including for example, Agency Newsletters articles, PowerPoint presentations, communication for external publications, marketing materials, etc., for programs and services provided under the CARE-PJAC Grant. Coordinates with state and county communications offices and OCSE for press releases and external publication regarding the CARE-PJAC Grant.

Prepare and deliver presentations to community organizations, and State and local agencies related to the CARE-PJAC Grant. Formulate meeting agendas and training curriculum. Review and evaluate programs to determine need for enhancements. Attend training and conferences related to the CARE-PJAC Grant. Prepare and maintain records, statistical charts, reports and proposal regarding programs and services under the Grant. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; agency policies and procedures; social sciences. Skill in equipment operation. Ability to carry out instructions in written, oral or picture form; deal with problems involving several variable's in familiar context; define problems, collect data, establish facts and draw valid conclusions; originate routine business letters reflecting standard procedures; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; originate and/or edit articles for publication; gather, collate and classify information about data, people, or things; handle sensitive inquiries from and contacts with officials and general public; develop good rapport with inmates, program participants and/or recipients.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in human services or

related field with three (3) years of social service or related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date