



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Training Officer (Non-Bargaining) **PCN:** 100164

DEPARTMENT/LOCATION: Quality Support Services/
West Opportunity Center **P. R.:** N14

REPORTS TO: Administrative Officer

RESPONSIBILITIES: Responsible for new employee and internal policy and procedure training for Case Managers. Develop and update training curriculum in conjunction with Community Opportunity Center staff. Develop and implement policy and procedures training for other County Job and Family Services Department staff. Administer case management administrative functions. Develop support staff and coordinates activities. Assure clients, staff, and others of receiving necessary services in a timely manner. Provide feedback to Community Opportunity Center staff on the skill development level of training participants. Collect participant and center staff evaluations on training effectiveness. Investigate problem case situations. Research case files. Provide information in response to questions from staff, general public, and/or outside agencies. Prepare departmental reports and other statistical data as needed. Act as a consultant to agency staff in the development of training curriculum and materials. Assist in evaluating proposals for training programs purchased for outside the agency.

MINIMUM QUALIFICATIONS: Bachelor’s degree in education, social work, or related field with three (3) years of case management experience; or any equivalent combination of training and experience.

STARTING SALARY: \$23.01 per hour plus a Comprehensive Benefits Package
180 day probationary period

DATE POSTED: Thursday, March 16, 2017

DEADLINE TO APPLY: Wednesday, March 22, 2017

If interested, please go to <http://Commissioners.FranklinCountyOhio.gov/HR/> and apply on-line.

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