
EXPERIENCED CASE MANAGER/INVESTIGATOR SUPERVISOR NEEDED

Employer: Geauga County Job and Family Services
Location: 12480 Ravenwood Drive; Chardon, OH 44024

Job title: Child Support Supervisor 1
Position type: Full time, classified civil service
Compensation: \$19.85–\$21.44 hourly based on qualifications and experience
Hours of work: 8:00 a.m.–4:30 p.m.

Summary: Geauga County Job and Family Services is seeking an experienced child support professional who is confident, proactive and a self-starter. This position primarily acts as a supervisor to assigned Child Support Case Managers and/or Legal Specialists in the agency.

Job duties include but are not limited to: supervising and training staff; monitoring quality and quantity of work to ensure program operation and compliance; maintaining a caseload; conducting administrative hearings; reading and interpreting rules and clearances to assist in policy and procedure development and revisions; ensuring quality customer service; obtaining and maintaining hearing officer accreditation.

This position requires a thorough knowledge of the Ohio Child Support Enforcement Program and related legal procedures. The successful candidate is organized with well-developed management and communication skills to provide supervision to child support enforcement staff.

Requirements: › 2+ year(s) child support enforcement experience or bachelor's degree in social sciences or equivalent required.
› Valid driver's license, proof of insurance, and good driving record
› Ability to pass pre-employment drug screening and FBI/BCI&I background checks

Benefits: › Friendly work culture
› Paid vacation, sick leave, and personal days
› 10 paid holidays per calendar year
› No-cost life insurance coverage
› Excellent rates on medical, dental, and prescription coverage (or waiver option) available

How to apply: Send cover letter, résumé, and [GCJFS Application for Employment](#) to one of the following:

Email: jobs@geaugajfs.org

Fax: 440-286-6654

Mail: Geauga County JFS
Attn: Human Resources
12480 Ravenwood Drive
Chardon, OH 44024