

Administrator Accessibility

SUMMIT COUNTY CHILDREN SERVICES

ORC: N/A OAC: 5101:2-5-13 USC: N/A CFR: N/A	ORIGINAL: 05/2006 REVISIONS: 06/29/2006; 3/26/2018 RELATED FORM(S): N/A RELATED PROCEDURE/POLICY(IES): N/A
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|---|---|
| <input type="checkbox"/> Administrative
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Human Resources
<input type="checkbox"/> Information Technology | <input type="checkbox"/> Legal
<input type="checkbox"/> Safety & Security
<input checked="" type="checkbox"/> Social Services - All Departments
<input type="checkbox"/> Social Services - Foster & Adoption |
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All Staff
 Bargaining Unit
 Non-Bargaining
 Management

POLICY:

Summit County Children Services (SCCS) ensures that caregivers, staff and Ohio Department of Job and Family Services (ODJFS) representatives have accessibility to the Administrator or Designee with executive authority to agency staff at all times.

PROCEDURE:

The Deputy Executive Director, Social Services and Department Directors, Social Services, are accessible to caregiver, staff and ODJFS representatives at all times by written inter-office communication, electronic mail and cell phone. In the absence of the administrator, a designee may be reached by contacting the main operator at 330-379-9094 during business hours.

All caregivers are provided an agency phone list. Members of social service staff may also be reached through the main operator. A member of social services may be reached twenty-four (24) hours per day, seven days a week. After hours staff includes on-call caseworkers, supervisors and department directors.

Calls of child abuse or neglect and/or emergencies may also be called into the agency hot line at 330-434-KIDS.