

**CLINTON COUNTY JOB AND FAMILY SERVICES
FOSTER CARE PROGRAM
POLICY ON ACCESSIBILITY OF THE ADMINISTRATOR OR
DESIGNEE**

Clinton County Job and Family Services assures accessibility of the agency administrator or designee with executive authority to agency staff and ODJFS representatives at all times.

The progression of accessibility is as follows:

DURING WORK HOURS (7:30 A.M. – 4:30 P.M.) MONDAY – FRIDAY

If the administrator (Clinton County Job and Family Services' Director) is not available, employee designees shall be contacted in the following order:

Child Protection Unit Administrator
Adoption/Foster Care Supervisor
Protection Unit Supervisor
In-Take Supervisor

AFTER WORK HOURS

Should the agency administrator or designee with executive authority need to be contacted AFTER HOURS, a caseworker on-call can be contacted by calling 382-2449 (a 24-hour number.) The caseworker on-call will make every attempt to contact the agency administrator or designee.

Submitted by:

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Approved by:

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John Hosler
Director