

Job Posting: Family Services Specialist I/II (Amelia County DSS)

Working Title	Family Services Specialist I/II (Amelia)
Starting Salary	\$40,537 (May be higher, depending on qualifications)
Job Type	Full-Time (Salaried)
Job Open Date	09/14/2018
Job Close Date	09/21/2018
Agency Website	www.dss.virginia.gov
Location	Amelia - 007
Position Number	00009
Job Posting Number	1042886

Job Description

A Family Services Specialist I represents the entry level employees working under close supervision while being trained in program areas such as Adult Protective Services, Child Protective Services, Foster Care/Adoption, Child Care and Employment Services. Employees perform routine entry level casework activities and the casework is usually reviewed by the supervisor prior to implementing case action.

A Family Services Specialist II represents the full performance level. Employees are responsible for developing and implementing individualized service plans involving the application of casework methods and basic service level caseloads of Adult Protective Services, Child Protective Services, Foster Care and Adoptions. Employees perform all tasks independently and seek supervisory advice on unusual situations or when policies and procedures require supervisory review or involvement. Interprets laws, policies and regulations as applied to specific area of responsibility. Monitors, coordinates and administers specific programs as assigned. Coordinates services within specific area of responsibility. Interviews and assesses customer needs and other relevant factors such as education/skill levels, abilities, interests and support systems. Informs clients of related service programs rules/regulations and right to participate. Presents cases to determine appropriate services and writes/implements service plans. Provides case management services to monitor compliance. Manages program waiting list. Tracks expenditures, prepares/submits budget estimates and ensures payment for services. Completes necessary federal, state and local planning and reporting requirements. Conducts overall monitoring of programs in specific area of responsibility. Serves as resource to clients and the community in area of expertise. Provides after hours on-call coverage and responds to emergencies in child/adult protective services and/or foster care.

**Minimum
Qualifications**

Minimum of a Bachelor's degree in a Human Services field or minimum of a Bachelor's degree in any field with a minimum of two years of appropriate and related experience in a Human Services area as mandated in Section 22VAC40-670-20 of the Administrative Code of Virginia and implemented by the Virginia Board of Social Services.

Knowledge of social work principles and practices, human behavior and motivational theory, and social, economic, and health problems. Knowledge of laws, policies, and regulations relating to human services program areas and legal procedures as related to program area. Skill in operating a motor vehicle. Skill in operating a personal computer with associated software, preferably Microsoft Office. Ability to communicate effectively both orally and in writing. Demonstrated ability to interview, assess needs, counsel and refer clients to other resources, as needed. Demonstrated ability to develop and implement service plans in order to ensure the delivery of appropriate services to the client. Ability to analyze case information to make sound judgments within the framework of existing laws, policies, and regulations. Ability to respond to the client's emotions in order to accomplish services objectives. Ability to plan and manage own work activities including service delivery, preparing reports and correspondence, record keeping responsibilities and related activities. Ability to establish and maintain effective relationships with others and stay abreast of current trends and developments in the social work field.

**Preferred
Qualifications**

Possession of a BSW or MSW degree and/or a Commonwealth of Virginia Social Worker license. Prefer previous experience working with social work principles and practices. Prefer experience with agency associated database programs and software. Prefer experience in Foster Care and completion of required training programs.

**Special
Requirements**

Applicants may be subject to a Criminal History Background search, Central Registry search, DMV/driving record check, and/or pre-employment drug screen.

All offers of employment are contingent upon satisfactory results of the required checks and screening.

Employee must be willing to work in the community emergency shelter in the event of a natural disaster or emergency.

Based on the response to this posting, this position may be filled as a Family Services Specialist I or a Family Services Specialist II. Applicants are encouraged to provide a complete listing of work experience and qualifications on the application.

**Special
Instructions to
Applicants**

Information on the application is the primary source used for screening the position. A resume will not substitute for a completed online State application. Applicants are encouraged to fully represent their qualifications on the application and must include complete information in all sections. Failure to complete any section may disqualify the application. Applications for this position must be submitted electronically through this website. Mailed, emailed, faxed or hand delivered applications and resumes will not be accepted. This website will provide a confirmation of receipt when the application is submitted for consideration. Consideration for an interview is based solely on the information within the application. A face-to-face interview is required in order to be considered for employment. Please refer to your RMS account for the status of your application and this position.

**Quicklink for
Posting**

<http://virginiajobs.peopleadmin.com/postings/124383>