

Posting: Family Services Specialist III (Amelia County DSS)

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| Title | Family Services Specialist III (Amelia) |
| Hiring Range | Starting Salary \$44,792 (may be higher (DOQ)) |
| Job Open Date | 9-14-2018 |
| Job Close Date | 9-21-2018 |
| Position Number | 00009 |
| Job Posting Number | 1042884 |
| Job Description | <p>This position specializes in program areas and assume more complex duties such as: interviewing/investigating in cases involving suspected child/adult abuse/neglect, out-of-home placements, guardianships, emergency protective orders, and adoptions; testifying in legal proceedings; and placing children in foster/adoptive homes. Employees have contacts with others and influence outcomes by participating on task forces, strategic planning, mentoring, teaching, and conducting outreach. Programs areas generally include Adult/Adult Protective Services, Child Protective Services, Foster Care, and Adoptions. Additionally, in some agencies, positions may be partly dedicated to Child Care and Employment Services in addition to other program areas. Monitors, coordinates and administers specific assigned programs; coordinates services within specific area of responsibility; writes service plans to meet identified needs in areas such as physical/mental health, housing, and presents cases to determine appropriate services; tracks expenditures, prepares/submits budget estimates and ensures payment for services; interprets laws, policies and regulations as applied to specific area of responsibility; completes necessary federal, state and local planning and reporting requirements; manages program waiting lists; provides case management services to monitor compliance; trains foster parents; submits progress reports to the court; refers families to treatment resources within the community; transports children to placements, meetings, therapy sessions, doctor and dental appointments, and for visitation with families; attends court, testifies in court and coordinates cases with attorneys; provides reports for court such as guardianship report; provides parent education and support for families in target population; conducts intensive in-home counseling; prepares reports to referral sources regarding status of various interventions; conducts studies such as companion and adult foster care provider and pre-admission screenings for nursing home/community-based care and assisted living; interviews and assesses clients and assigns to appropriate groups; informs clients of service programs and the rules and regulations, and right to participate; 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; performs investigative duties to include screens referrals for validity and complaints of child/adult abuse, neglect and exploitation; interviews all parties involved; assesses immediate and long-term dangers/risks to children/adults; develops written services plan documenting goals, objectives and details of the services provided for each case; provides program administration and caseload management services; conducts visits and maintains contact with other professionals; accompanies victims and their families to court appearances; serves as support for the family; files petitions; testifies in criminal and civil cases; prepares court ordered home assessments and custody home studies; establishes and maintains case records; codes, enters and updates new and on-going cases in the state computer information system; and represents the agency at various functions such as making speeches at civic and business associations, providing training and workshops on child/adult abuse and neglect for public and private organizations.</p> |
| Minimum Qualifications | <p>Minimum of a Bachelor's degree in a Human Services field or minimum of a Bachelor's degree in any field and a minimum of two years of appropriate and related experience in a Human Services area (Section 22VAC40-670-20 of the Administrative Code of Virginia).</p> <p>Considerable knowledge of social work principles and practices; human behavior and motivational theory; laws, policies, and regulations relating to human services program areas; investigating and interviewing techniques; legal procedures as related to program area; and social, economic, and health problems.</p> <p>Skill in operating a personal computer and the associated software and the operation of a motor vehicle.</p> <p>Demonstrated ability to communicate effectively both orally and in writing; interview, assess needs, counsel and refer clients to other resources as needed; investigate high risk cases; testify in court proceedings; develop and present training programs and other presentations; interpret program laws, policies and regulations; develop and implement service plans in order to insure the delivery of appropriate services to the client; analyze case information to make sound judgments within the framework of existing laws, policies, and regulations; respond to the client's emotions in order to accomplish services objectives; develop speeches and represent the agency on program training and workshops; work in stressful situations and maintain diplomacy;</p> |

plan and manage own work activities including service delivery preparing reports, and correspondence, record keeping responsibilities and related activities; establish and maintain effective relationships with others; and stay abreast of current trends and developments in the social work field.

Considerable experience in assigned program area and completion of required training programs or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Considerable knowledge of social work principles and practices; human behavior and motivational theory; laws, policies, and regulations relating to human services program areas; investigating and interviewing techniques; legal procedures as related to program area; and social, economic, and health problems.

Skill in operating a personal computer and the associated software and the operation of a motor vehicle.

Demonstrated ability to communicate effectively both orally and in writing; interview, assess needs, counsel and refer clients to other resources as needed; investigate high risk cases; testify in court proceedings; develop and present training programs and other presentations; interpret program laws, policies and regulations; develop and implement service plans in order to insure the delivery of appropriate services to the client; analyze case information to make sound judgments within the framework of existing laws, policies, and regulations; respond to the client's emotions in order to accomplish services objectives; develop speeches and represent the agency on program training and workshops; work in stressful situations and maintain diplomacy; plan and manage own work activities including service delivery preparing reports, and correspondence, record keeping responsibilities and related activities; establish and maintain effective relationships with others; and stay abreast of current trends and developments in the social work field.

Considerable experience in assigned program area and completion of required training programs or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Preferred Qualifications

Possession of a BSW, MSW or a Commonwealth of Virginia Social Worker license are desirable.

Special Requirements

Applicants may be subject to a DMV/driving record check, CPS and Criminal History Search. Driving record must meet agency standard.

The investigation may include: fingerprint checks (State Police, FBI); local agency checks; employment verification; verification of education (relevant to employment); credit checks; and other checks requested by the hiring authority.

Applicants must have a driver's license valid in the Commonwealth of Virginia.

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

Special Instructions to Applicants

Applications for this position must be submitted electronically through this website. Mailed, e-mailed, 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.

Applications must include complete work history, including periods of unemployment if applicable. A face-to-face interview is required for employment. Finalists may be required to provide their recent performance evaluations.

Please refer to your RMS account for the status of your application and this position

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