

Job Posting Program Coordinator (Amelia)
Job Open Date 11/20/2018
Job Close Date Open until filled
Hiring Range Minimum salary is \$47,088, but may be higher based on experience

Agency Amelia County Dept of Social Services - Local (765-01)

Job Posting Number 1045501

Job Type Full-Time (Salaried)

Job Description This position specializes in family services program areas and assumes more complex duties such as: interviewing/investigating in cases involving suspected child/adult abuse/neglect, out-of-home placements, guardianships, intake, 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, providing overall program management and coordination of a human services program by developing, coordinating and providing programs, resources and services to meet client needs. Employees plan and develop strategies for improving outcomes and implement human services programs. Provides overall program management and coordination of a human services program area; prepares and reviews grant proposals and monitors program grants to determine compliance with prescribed policy, procedures and operating standards, program regulations, or contractual requirements; develops programs; organizes and directs special projects; assesses community needs and develop community resources for meeting those needs; reviews and recommends revision of agency or community programs to meet changing client and community needs; coordinates agency and community resources and programs; plans, organizes and oversees the activities of professional, clerical and volunteer personnel; works cooperatively with other employees, clients, agencies, and the public; assesses and identifies needs, resources and community trends; makes presentations to community groups, boards and commissions; coordinates with clients, colleagues, community and other agencies to improve program and outreach service delivery; functions effectively as a team member; communicates with supervisor, employees, other departments, county officials, team members, state/federal agencies, granting/funding agencies, community organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction; maintains a comprehensive, current knowledge of applicable laws, regulations, policies, or other guidelines related to assigned program area; attends workshops and training sessions; and presents plans and recommends policies and procedures and program budgets for approval.

May include being on-call after hours for child and adult protective services. Must be willing to work in an emergency shelter if one is opened during a disaster or other emergency.

Minimum Qualifications Working knowledge of: principles and practices of assigned human services programs; occupations and activities characteristic of assigned program services; program practices, techniques, and methods; project management processes and techniques; local service agencies and organizations and departmental programs and activities; program management and development; laws, regulations, policies and standards related to the program; program goals and objectives; program terminology, principles and methods utilized in the program; and human behavior. Skill in: operating a computer to enter, retrieve or modify data; and the

use of word processing, spreadsheet, database, desktop publishing, e-mail, Internet, or other computer programs. Demonstrated ability to: communicate effectively both orally and in writing; gather and interpret data, reach logical conclusions and present findings and recommendations; assess program and staff needs; plan, coordinate and evaluate program activities; train, advise, direct and evaluate others on the program requirements; maintain effective working relationships with others; identify problems and needs and assess services in problem solving; interpret and apply regulations and procedures; conduct effective training; public speaking; interact professionally with a diverse group of people; produce meaningful, clear, and concise documents with the proper grammar and usage; organize and prepare statistical records; perform mathematical calculations; and read understand, and interpret program/technical reports and related materials.

**Preferred
Qualifications**

Bachelor's degree in a Human Services field or related area supplemented with work experience in the assigned program areas OR any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Special
Instructions to
Applicants**

Applicants are encouraged to provide a complete history of work experience (including periods of unemployment if applicable), and qualifications on the application. Consideration for an interview is based solely on the information within the application.

A face to face interview is necessary to be considered for this position.

Applications for this position must be submitted electronically through this website.

Mailed, emailed, faxed, or hand delivered applications and résumés will not be accepted.

This website will provide a confirmation of receipt when the application is submitted for consideration.

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