

Children's Services Coordinator

The County of Amelia is accepting applications for a part-time position of Children's Services Coordinator. This person shall provide oversight of the administrative, finance, and budgeting functions of the Amelia County Children's Services Act (CSA) program. The successful applicant shall be able to demonstrate skills in leadership in a team environment with individuals from different agencies. They must also be able to effectively prioritize work flow and organize work in order to keep case files complete and up to date and file reports in a timely manner. A working knowledge of Excel, Word, and accessing the web is required. A BA or BS degree from a 4-year accredited college or university with a degree in a human services field is preferred. An Associate's Degree or Certification from an accredited college or university with 2 years of experience in a human services field is acceptable. Position hourly rate is in wage band 5 (\$14.86 to \$21.65 an hour) and shall be based on qualifications. Interested individuals shall obtain an employment application and a detailed job description from either the Office of the County Administrator, 16360 Dunn Street Suite 101 or from the Amelia County website (www.ameliacova.com) under the "jobs" tab. Applications can be returned to the Office of the County Administrator, 16360 Dunn Street Suite 101 until 5:00 PM on November 26, 2018. Amelia County is an EOE and maintains a drug free workplace. Drug testing and background check is required. Questions about the application process can be addressed to the Amelia County Administrator's office at (804) 561-3039.