



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

DIRECTOR, SOCIAL SERVICES

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work directing the programs and activities of the Social Services Department; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, supervising and coordinating federal, state and local social services policies, programs, services and staff; overseeing the preparation and maintenance of records and files.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises, directs, plans, coordinates and evaluates the functions and employees, including volunteers, of the Department of Social Services; develops, applies, monitors and evaluates policies and procedures in accordance with local, state and federal guidelines;

Supervises field students from local colleges and universities;

Serves as advisor to court when requested;

Serves as backup to Case Manager Supervisor;

Serves as adult guardian for certain APS cases;

Testifies in court as needed;

Serves on numerous committees and boards;

Writes grants and develops projects often involving numerous community partners;

Develops community outreach programs for the betterment of the County and citizens;

Approves special placements of children or funding pending approval by formal action of board or court;

Interacts with Regional and Statewide Human Service Administrators interpreting policy and programs;

Develops performance standards and establishes goals and objectives for the agency and units;

Develops and presents annual reports for the agency to the Board, Board of Supervisors and the community;

Works collaboratively with other County departments to develop County policy, trainings and programs;

Develops and administers department budget; recommends approval of all expenditures;

Serves as ADA Compliance Officer;

Serves as Deputy Emergency Management Coordinator;

Coordinates community planning, benefit programs, social work services and volunteer programs; coordinates programs with government bodies and officials;

Develops and monitors special projects; consults with local business and civic organizations;

Monitors social, economic and demographic trends; reviews statistics and prepares reports;

Screens interviews and evaluates applicants; hires, promotes and disciplines employees; evaluates employee performance;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and methods of social services administration, including program planning, personnel and fiscal management; comprehensive knowledge of human behavior essential to working effectively with individuals and groups; comprehensive knowledge of current social, economic, legal and health problems and the provisions of the Federal Social Security Act; comprehensive knowledge of public assistance policies and programs, staff of professional and nonprofessional employees; ability to plan and execute effective in-service training and staff development programs; ability to express complex ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with government officials, associates, community agencies and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in social work administration supplemented by a master's degree and extensive experience in professional social services administration. Certifications in Child Protective Services, Foster Care, Adoption, Adult Protective Services and Adult Services.

SPECIAL REQUIREMENTS:

Requires undergoing Central Registry background checks. Individual cannot be listed with any state's Department of Social Services as having a record of a "founded" child abuse complaint. Occasional weekend work, work during inclement weather, or work during other unusual conditions may be required.