

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
WWW.MONTGOMERYCOUNTYVA.GOV



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POSITION VACANCY
540138

Family Services Specialist **Montgomery County Department of Social Services** Montgomery County, Virginia

Montgomery County Department of Social Services is seeking qualified applicants for the position of Family Services Specialist. Responsibilities include 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.

Essential duties include but not limited to: 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 client 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. 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. Works collaboratively with various community agencies, departments, and providers. Provides after hours on-call coverage and responds to emergencies in child/adult protective services and/or foster care.

Position requires a Bachelor's degree in Social Work, or related Human Service field; valid Virginia driver's license with good driving record. Salary \$37,864/yr. with excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement, wellness program).

Interested candidates should apply online at: www.montgomerycountyva.gov/HR by **Monday, November 20, 2017** WITH resume attachment to be considered. For application assistance or accommodation for disabilities, contact Human Resources at (540) 394-2007; TTY/Voice (1-800-828-1120 or 1-800-828-1140); County Job Line: (540) 394-2010; visit our website at <http://www.montgomerycountyva.gov/e-services> to apply for this position.

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.