

# MONTGOMERY COUNTY

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



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## Family Services Specialist

#540114-1

Multiple Positions Available: *Full Time, FT Temporary, PT Temporary*

### Montgomery County Department of Social Services

Montgomery County Department of Social Services is seeking qualified applicants for Family Services Specialist for Child Protective Services (CPS Unit). Responsibilities include developing and implementing individualized service plans involving the application of casework methods and basic service level caseloads for Child Protective Services, Foster Care and Adoptions. Customary work hours between 8:00 AM – 4:30 PM, Monday – Friday.

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. Minimum salary \$37,705/yr (\$18.13/hourly rate). Excellent benefits available; varies between full-time, FT temporary, and PT temporary.

Interested candidates should apply online with resume attachment by **Friday, February 22, 2019** to be considered at: <http://www.montgomerycountyva.gov/HR>. For more information, call our Job Line at (540) 394-2010; contact Human Resources at (540) 394-2007 if reasonable accommodation for application is needed.

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.