

SOUTHAMPTON COUNTY  
FULL-TIME POSITION ANNOUNCEMENT  
CHILDREN'S SERVICES ACT COORDINATOR

Title: CSA Coordinator  
Salary: Beginning Salary per scale \$52,025 DOQ  
Location: Administration Center, Courtland, VA  
Application Deadline: January 6, 2020

GENERAL STATEMENT OF JOB DUTIES: A one person department that runs the Children's Services Act (CSA) Program in Southampton County. Responsible for recommending services, service providers, and changes as necessary to serve at-risk children and families as mandated by state code of the Commonwealth of Virginia. Work involves assessing client needs, facilitation and attendance at FAPT (Family Assessment and Planning Team), reports to the Community Policy and Management Team (CPMT), keeps records and policies up to date and ready for inspection by CSA Auditors and for the local financial Auditors.

REQUIREMENTS: Considerable knowledge of the principles and practices used in evaluating needs of at-risk children and adolescents with severe emotional and/or behavioral problems and having multiple service needs. Work experience in youth services or equivalent combination of training and experience. Ability to facilitate and work among various agencies. Flexibility to engage in moderate travel. Must have a strong financial background for obtaining appropriate program approvals, tracking client costs, and submitting monthly reimbursement reports. Graduation from a four year college or university preferred, but relevant experience is accepted. Satisfactory results from Criminal Records Check and Central Registry of Child Abuse/Neglect in order to qualify for employment.

TO APPLY: Submit a complete current resume' and work references. Direct questions to [mdandridge@southamptoncounty.org](mailto:mdandridge@southamptoncounty.org). Applications reviewed as received. Submit to the following address:

Southampton County  
Attn: Michelle Dandridge, HR Director  
P.O. Box 400  
Courtland, VA 23837

Southampton County is an equal opportunity/affirmative action agency.  
Full Position Description posted on [www.SouthamptonCounty.org](http://www.SouthamptonCounty.org)