

MONTGOMERY COUNTY

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



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FAMILY SERVICES SPECIALIST

Montgomery County Department of Social Services

#540117-2

Montgomery County Department of Social Services is seeking qualified applicants for Family Services Specialist. Responsibilities include developing/implementing individualized service plans, casework methods and servicing caseloads of Adult Protective Services, Child Protective Services, Foster Care and Adoptions. Position investigates alleged child abuse/neglect; develops safety plans to decrease potential risk of harm; provides service recommendations to families; compiles information for custody home studies ordered by courts; attends court to request protective/removal orders; enters client data into database; interviews children and caretakers; conducts home visits; works collaboratively with law enforcement; refers clients to community resources; conducts urine drug screens; and related duties as assigned.

Essential duties include but not limited to: interpret applicable laws, policies and regulations. Monitor, coordinate and administer specified programs. Coordinate services within assigned area, interview and assess 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. Present cases to determine appropriate services and write/implement service plans. Provide case management services to monitor compliance. Manage program waiting list. Complete necessary federal, state and local planning and reporting requirements. Conduct overall monitoring of programs in specific area of responsibility. Serves as resource to clients and the community in area of expertise. Work collaboratively with various community agencies, departments, and providers. Successful candidate must be able to work customary working hours 8:30 AM – 5 PM, M – F, plus alternating after hours on-call coverage to respond to emergencies in child/adult protective services and/or foster care.

Bachelor's degree in Social Work or related Human Service field required; Criminal Background, DMV and alcohol/drug screening required. Minimum starting salary \$37,705/yr with excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement, wellness program, and much more!).

Interested candidates should apply online *WITH* resume attachment at: <http://www.montgomerycountyva.gov/HR> by **Friday, January 3, 2020** to be considered. 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.