



**PRINCE GEORGE COUNTY, VIRGINIA**  
invites applications for the position of:

**Director, Social Services**

**SALARY:** \$83,791.00 - \$134,065.00 Annually

**OPENING DATE:** 06/02/20

**CLOSING DATE:** Continuous

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Prince George County Department of Social Services is currently seeking qualified applicants for the position of Director of Social Services. This position will be responsible for planning, directing, supervising and coordinating federal, state and local social services policies, programs, services and staff, as well as, overseeing the preparation and maintenance of records and files.

**QUALIFICATION REQUIREMENTS:**

Comprehensive knowledge of the principles and methods of social services administration, including program planning, personnel and fiscal management; comprehensive knowledge of social work and public welfare programs and principles, practices, policies and techniques of efficient social services administration; ability to plan, organize, direct, coordinate, and administer the services and programs of the Department of Social Services; to develop guidelines and standards for social service programs while maintaining compliance with federal and state statutes and county ordinances; to assess community needs and develop programs to meet identified needs; to serve as an advocate on human services issues and prepare and present items to legislative committees, boards and the public; 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; ability to plan, direct, manage and evaluate the work of department staff; must have excellent communication skills, strong team building skills and the ability to mentor staff within the department.

**SPECIAL REQUIREMENTS:**

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 in social work, business or public administration, or a related field and extensive experience in professional social services administration. Certifications in Child Protective Services, Foster Care, Adoption, Adult Protective Services and Adult Services are preferred.

**ADDITIONAL INFORMATION:**

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.

**To apply Online [click here.](#)** To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.princegeorgecountyva.gov/>

Position #DSS062020  
DIRECTOR, SOCIAL SERVICES  
WJ

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804.722.8669

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