

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
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Employment Services Worker - Child Care

Montgomery County Department of Social Services

Montgomery County, Virginia

Position #540112-1

Montgomery County Department of Social Services seeks qualified applicants for the position of Employment Services Worker – Child Care. Position works with clients who are receiving child care subsidy. Successful applicant must be able to follow complex policies, procedures and guidelines, and explain programs, rights, and responsibilities. Applicant must be able to interview clients, analyze oral and written data, conduct assessments and refer for appropriate services, and complete forms and documents. Must be able to plan, manage, coordinate and prioritize multiple activities. Successful applicant must be able to work with other inter-agency programs, other local DSS agencies, and community child care facilities and programs. Applicant must be able to meet specific state and federal requirements regarding time and accuracy of caseload activity.

High school diploma/GED and demonstrable basic computer skills required; valid Virginia driver's license with insurable driving record. Social Services experience preferred. Must be able to work customary schedule M – F, 8 AM – 4:30 PM with evening or weekend hours if required. Minimum salary **\$36,987/yr** with excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement, wellness program). Interested candidates should apply online and include resume at: <http://www.montgomerycountyva.gov/hr> by **Tuesday, December 15, 2020** to be considered. For more information or to request an application accommodation for disabilities, contact Human Resources at 540.394.2007

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated 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/orientation, national origin, disability or protected veteran status.

