

## Department of Social Services: Fiscal Program Manager

The City of Winchester invites you to come join our team! The City has an outstanding strategic plan that includes goals and objectives, a clear vision, and a culture of collaboration. We are recruiting for a Fiscal Program Manager/Comprehensive Services Act Coordinator (CSA) in our Social Services Department.

### Example of Duties

- Responsible for the oversight and administration of the City of Winchester Children's Services Act (CSA) Program;
- Responsible for fiscal management of the CSA budget to included budget preparation and management;
- Ensures compliance of the CSA program and is responsible for implementation and monitoring of policies, procedures and guidelines developed by State Executive Council, Office of Children's services and Community Policy and Management Team;
- Provides leadership in working with the Family Assessment and Planning Team and Community Policy and Management Team to implement the Children's Services Act;
- Acts as a liaison to the local department of social services, juvenile justice, community services board, and schools related to the administration of CSA;
- Implements utilization review procedures to ensure service quality and effectiveness;
- Ensures vendor compliance;
- Other duties as assigned in the full job description.

### Typical Qualifications

Bachelor's Degree in human services, public administration, business or related field required. A Master's Degree is preferred.

Experience with the Comprehensive Services Act (CSA) desired. Possession of a valid and appropriate driver's license. General knowledge of the human services system with specialized knowledge of at least one program area related to the Comprehensive Services Act (e.g. foster care, mental health, special education, juvenile justice, local government, families).

Some Spanish preferred.

For more information and to apply for this position please visit the City of Winchester's website at [www.winchesterva.gov](http://www.winchesterva.gov).