

Children's Services Act (CSA) Coordinator

\$44,545 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Social Services Department is seeking an individual to perform experienced coordination, oversight and programmatic supervision of services to at-risk children and their families under the Children's Services Act (CSA).

Responsibilities:

- Coordinates CSA services for Social Services Division, Colonial Behavioral Health, the Williamsburg-James City County Public Schools and the Court Service Unit.
- Manages the Family Assessment and Planning Team (FAPT) process; schedules meetings; screens and refers cases, plans services, performs utilization review to ensure cost-effective and equitable service provision; reviews individual case reports for compliance with state mandates and local policies and procedures; coordinates parent and agency representatives at FAPT.
- Serves as a member of Community Policy & Management Team (CPMT); attends meetings; prepares CPMT case summaries; addresses issues and concerns with the CSA process; evaluates outcome of services funded through CSA to assist CPMT with utilization management.
- Ensures that required paperwork is completed on each case; negotiates fees with service providers and completes contracts for services with vendors; ensures that at-risk children and their families are referred to the appropriate services and agencies.
- Oversees fiscal management of the CSA including Purchase of Service Orders, Pool Reimbursement Request reports, and filing for supplemental allocations as needed; plans, monitors and projects the needs of the CSA budget.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in human services; Master's degree in human services preferred; some experience in human services program eligibility or case management work.
- Must possess or be able to obtain within thirty (30) days of hire a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of human behavior principles, social work, child welfare and community social service programs.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for service and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to analyze and use judgment in accomplishing diversified duties; think independently within the limits of policies, standards, and precedents.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a fully completed application is required in order for your application to be considered

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>