

Program Coordinator II – Social Services

Hanover County Government - Department of Social Services

Salary: \$75,000.00 - \$82,000.00 Annually

General Description: This is a professional position. The incumbent performs complex tasks to provide direct social services to residents of Hanover County, to include foster care, child and adult protective services, in-home services and eligibility services. These services may be provided in a variety of settings to include in the office, in the client's home or in the community. The incumbent performs complex tasks in managing a division of Services staff.

Organization: The Program Coordinator II reports to the Director of Social Services and supervises the Permanency and Protection supervisors

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Provides supervision, including an evaluation of training opportunities and needs.
- Plans, implements, manages, and evaluates Permanency, Protection or Eligibility programs.
- Coordinates planning and service provision with other agency divisions or other agencies.
- Leads or participates in special projects.
- Conducts staff meetings and case staffings.
- Interacts with and develops positive relationships with other community organizations or agencies.
- Monitors programs for compliance with federal and state standards.
- Identifies and seeks resources for program development, tracks and reports expenditures.
- Provides consultation and education for other agencies and community groups.
- Compiles data, maintains records and submits reports as requested.
- Performs related work as assigned.
- May work outside of regular business hours

Working Conditions:

- A. Hazards
 - May interact with challenging family situations.
- B. Environment
 - Office
 - Field
- C. Physical Effort
 - Minimal
- D. Exempt

Knowledge, Skills and Abilities: Requires a knowledge of and skills in social services, supervision/personnel management identification and management of program goals, monitoring of service delivery and/or prevention programming. Must be able to communicate effectively, both orally and in writing. Ability to work effectively as a leader while managing multiple goals and processes, required. Must be able to establish and maintain effective working relationships with clients, families, staff, Board members, and community groups. Computer literacy, required.

Education, Experience and Training: Master's degree in Social Work required or related field with at least four (4) years of experience in foster care, child/adult protective services, and/or prevention/in-home services. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Child Protective Services background check
- Twelve-month probationary period
- This position requires mandatory participation in the Citizen Emergency Response On-Call Plan.

For complete job description and to apply, visit our website at www.hanovercountyjobs.com