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TO APPLY

CSA Specialist

\$45,000 + DOE

FLSA: Non-Exempt

Reports to: Youth Services Program Manager or staff as assigned

Staff Supervisory Responsibility: No

**We Value**

Trustworthiness  
Openness  
The Highest Ethics  
Efficient Stewardship  
Knowledge  
Collaboration  
Service  
People

General Service Areas/Conditions: Primarily indoor office environment with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

**Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.**

**Performs with excellence, the following tasks, including but not limited to:**

- Provides administrative support to Family Assessment and Planning Team (FAPT) and Community Policy and Management Team (CPMT) to ensure compliance with applicable laws and policies;
- Assists Director with the submission of all service provider reports and documentation;
- Maintains all necessary CSA files as needed;
- Refers clients to community resources and other organizations;
- Assists with planning FAPT and CPMT retreats;
- Monitors service trends and legislation in the locality and state;
- Monitors and assists with long-term strategic and training plans;
- Attends vendor introduction and service update meetings;
- Attends local and regional meetings on behalf of the department as needed;
- Assists with audits and budget projections as needed;
- Assist with POs and Invoices
- Assist with UM/UR forms
- Assist with Financial documents as needed
- Site visits and case management as needed.
- Fill out and send in all DCSE applications as needed
- Follows-up with families upon completion of services;
- Ensures that parental placement agreements are completed.
- Performs other duties as directed.

**Qualifications:**

- Bachelor's degree **Desired:** Master's degree in social work
- 2 years of related experience. **Desired:** Certified in the use of the Child and Adolescent Needs and Strengths (CANS) Assessment.
- Additional education and/or training may be substituted where applicable.
- Valid Virginia Drivers' License and insurable under the County's insurance policy.
- Requires willingness to occasionally travel overnight.
- Familiarity with Virginia Code as it relates to CSA.
- General understanding and ability to utilize the County's adopted software platform.
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

**Core Skill Sets:**

- Excellent verbal and written communication
- Compassion and diversity awareness
- Detailed record keeping
- Trustworthy and confidential
- Collaborative and adaptable