



DIVISION DIRECTOR – BENEFITS PROGRAMS

Hanover County's Department of Social Services is seeking a dynamic leader to join our outstanding team of professionals as the Division Director of Benefits Programs. This team continues to enhance current services and develop new initiatives to meet the needs of Hanover's most vulnerable citizens. The person for this role will review and evaluate public assistance program policy and the effects of new programs/revisions on the agency, its staff, and resources while providing support and expertise to all aspects of the agency's operations. The incumbent will consider themselves a dynamic leader in the local government arena, build positive relationships with others and enjoy problem solving and influencing positive change in the staff and citizens of Hanover County. If you have these characteristics and more, we encourage you to apply today!

General Description: This is an executive level professional position. The incumbent is a Division Director and performs difficult and complex tasks to provide direct social services to residents of Hanover County, to include planning, organizing, and managing the work and performance of all eligibility programs: Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), Medicaid, Auxiliary Grants, Child Care, and Energy Assistance Programs. The incumbent reviews and evaluates public assistance program policy and the effects of new programs/revisions on the agency, its staff, and resources. The incumbent is also responsible for serving as a member of both the Management and Leadership Teams and providing support and expertise to all aspects of the agency's operations.

Organization: The Division Director – Benefit Programs reports to the Director of Social Services. The incumbent provides leadership within the organization and directly supervises Benefit Programs Supervisors, and indirectly supervises all employees within the division.

Essential Functions:

- Supervises management staff, performing related human resources functions, completing necessary paperwork; including an evaluation of training opportunities and needs.
- Acts in place of the Director of Social Services when absent.
- Plans, organizes, and directs staff/programs, conducting meetings as necessary.
- Reviews and evaluates agency and program policy; directs, advises, and consults with program supervisors on operational and policy issues and related courses of action and procedures.
- Interprets federal, state, and local financial assistance programs and makes policy recommendations and ensures agency compliance with existing policy.
- Consults with and advises the Director of Social Services on major operational and program matters.
- Plans and coordinates the implementation of specialized divisional administrative or operational programs of the department.
- Participates and leads special projects.
- Prepares reports as needed.
- Assists with development of department budget.
- Coordinates audits and prepares audit narratives as needed.
- Leads or participates in special projects.
- 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.

Hiring range is \$88,661 - \$100,000, plus excellent benefits. To view the full job description or to apply, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.