



Prince George County, Virginia

## Manager IV, Advanced Social Services Case Management

<b>SALARY</b>	\$62,553.00 - \$100,085.00 Annually	<b>LOCATION</b>	County of Prince George, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	MIVASCM062025
<b>DEPARTMENT</b>	Social Services	<b>OPENING DATE</b>	06/18/2025
<b>CLOSING DATE</b>	Continuous		

### Essential Functions/Typical Tasks

Prince George County offers an attractive benefits package and manageable caseloads in Child Protective Services (CPS) Investigations/Family Assessments and CPS In-Home/Prevention. Manageable caseloads allow for greater flexibility with schedules, increased engagement with families and better work-life balance. Joining an experienced service team foster an opportunity to achieve positive outcomes and shared goals with families. The agency strongly believes in prevention, safety and keeping families intact whenever possible. After hours on-call is reasonable and manageable.

The County of Prince George Social Services Department is currently seeking qualified candidates for the position of Manager IV, Advanced Social Services Case Management. This position will be responsible for functioning as lead worker for subordinate staff; providing supervision in the absence of the supervisor; assessing client needs; counseling and assisting clients; determining available programs and services; preparing and maintaining files and records; preparing reports.

This position is a Manager IV, Advanced Social Services Case Manager for Child Protective Services.

For the complete job description, click [here \(Download PDF reader\)](#).

### Qualification Requirements

Possess an extensive knowledge of the laws, policies and procedures governing Child Protective Services and Child Welfare best practices, casework supervision and staff development and retention; thorough knowledge of the philosophy, objectives, practices and techniques of social work and counseling; thorough knowledge of community resources for social services.

Performs intermediate professional work in the support and assistance of agency clients with personal, social, health and economic needs; does related work as required. Work is performed under regular supervision. The position of Manager IV balances or bridges the roles of supervisor and worker. A Manager IV must fulfill the critical functions of a Case Manager III while also performing the functions/duties of a Manager IV. The following expectations are presented in an effort to minimize stress when it comes to supervising colleagues in the absence of and alongside the supervisor. The Manager IV serves as a member of leadership for the agency. The highest level of professional conduct is required to

include support of the mission, visions, goals and directives given by the Director to the staff.

Provides direct intervention and service delivery for difficult, high profile, sensitive, complex social work cases, and coordinated casework; Works with and counsels clients; prepares assessment studies in the formulation and delivery of service plans; Assists with training and onboarding of Case Managers. Perform case consultations with staff, director, community partners; Address questions and directly assist in preparation for appeals, court, and case audits Conducts home studies to ensure client safety; Serves as educational liaison in local school system; Serves as backup as the on call Case Worker Supervisor, as needed after hours and on weekends. Monitor workers working after hours for safety if designated by supervisor as on-call back up; Serves on committees and work groups as requested; Supervises visits between biological parent and foster child; Transports clients to visitation, counseling, parenting, intake appointments, medical and dental appointments and court appearances; Makes referrals for service to ancillary agencies, such as clinics, employment services, vocational rehabilitation services, etc. May be required to work after normal working hours in on-call or emergency situations; Conducts mandated child protective services investigations and family assessments; Initiates and follows through with court proceedings, procedures, forms, ERO, PPO, foster care mandated guidelines and supervised and unsupervised visits; Conducts home visits and deals with emergency intervention cases/referrals; Investigates complaints on abuse or neglect of adults; documents findings; prepares report; Conducts court-ordered assessments and makes written evaluations for disputed custody of children; Interprets agency programs to other agencies, community groups and associations; Maintain a positive work environment by modeling positive behavior and effective communication; Participate in Family Partnership Meetings as the Supervisor, as needed; Provide Supervisory coverage of the team in the absence of the supervisor.

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment; Take on leadership responsibilities in emergency response operations, including shelter duty; Must have a valid Virginia Driver's License; Performs related tasks as required.

## Special Requirements

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in social work, human services or related field and considerable experience in social work.

## Additional Information

Possession of all requirements for position as specified by the Virginia Department of Social Services. Work may be required at times, outside of normal business hours to accommodate the needs of the client.

To apply online visit the website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov). To be considered for this position, applicants must submit a County application. Applications should be submitted online. For additional information, please call (804) 722-8669. EOE.

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### Employer

Prince George County, Virginia

### Address

Prince George County  
6602 Courts Drive  
Prince George, Virginia, 23875

### Phone

804.722.8669

### Website

<http://www.princegeorgecountyva.gov/>

## Manager IV, Advanced Social Services Case Management Supplemental Questionnaire

### \*QUESTION 1

Indicate the following mandatory VDSS CPS Classes you have completed in Virginia. (Check all that apply)

- ☐ CWS 2000/2001R CPS New Worker Training
- ☐ CWS 2011 Intake, Assessment & Investigations in CPS
- ☐ CWS 2021 Sexual Abuse
- ☐ CWS 2031 Sexual Abuse Investigations
- ☐ CWS 2141 Out of Family Investigations
- ☐ CWS 4020 Engaging Families and Building Trust-Based Relationships
- ☐ CWS 1000 Inhome Worker Guidance
- ☐ CWS 2010 Inhome Service Skills
- ☐ None of the above

### \*QUESTION 2

Have you completed the Motivational Interviewing Certification through VDSS?

- ☐ Yes
- ☐ No

### \*QUESTION 3

How many years of experience do you have as a lead case worker in a Local Department of Social Services in Virginia as a Family Services Specialist?

- ☐ No Experience
- ☐ 1 to 2 years
- ☐ 3 to 4 years
- ☐ 5 to 6 years
- ☐ more than 6 years

### \*QUESTION 4

What other Social Service program areas do you have experience and training in?

- ☐ Foster Care
- ☐ Adoption
- ☐ In-Home/Prevention
- ☐ Coordinator of Children's Services Act
- ☐ Adult Services/Adult Protective Services
- ☐ Benefits Programs

### \*QUESTION 5

Please select the amount of experience and proficiency you possess in OASIS

- ☐ I have never used OASIS
- ☐ I am proficient in using OASIS in Child Protective Services

- ☐ I am proficient in using OASIS in In-Home/Prevention
- ☐ I am proficient in using OASIS in Child Protective Services and In-Home/Prevention
- ☐ I am proficient in using OASIS in other service programs

\* Required Question