



## POSITION VACANCY

### CSA COORDINATOR

Human Services  
Montgomery County, VA  
#520403-1

The Montgomery County Human Services Department is seeking a **Children's Services Act Coordinator**. Reporting to the Director, this position will be responsible for providing overall program management and coordination to ensure compliance with federal, state, and local requirements, while advancing the best interests of community youth and their families. The position will coordinate and facilitate Family Assessment Planning Team (FAPT) meetings and process all necessary documentation, including invoices, vendor agreements, and contracts. This position also supports the Community Policy & Management Team (CPMT). Candidates must be able to review and analyze data, assess community needs, audit files, and meet fiscal requirements. This position will also train new case managers on the process, timelines, and required documentation.

Bachelor's Degree in related field preferred; one year of college or vocational school required. Minimum of two years of related experience preferred, especially work with at-risk youth or families. The successful candidate will have demonstrated excellent oral and written communication skills. This position handles sensitive and confidential information, so candidates must undergo an extensive background check, Virginia Child Abuse Central Registry, DMV, and pre-employment drug screening that includes THC.

Starting salary \$44,128; dependent on experience and qualifications, plus excellent benefits (health, dental and vision, flex spending, life, disability, VRS retirement, 401 & 457 retirement options, onsite clinic, wellness programs, and much more). Qualified candidates should submit an online application with a resume and cover letter at [www.montgomerycountyva.gov/hr](http://www.montgomerycountyva.gov/hr). Position open until **Friday, January 2, 2026**, or until filled. For application accommodation for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA, is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates, including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender/orientation, national origin, disability or protected veteran status.

