

Family Services Specialist I/II (Amelia)

Amelia Court House, VA

Link to apply: https://evgk.fa.us8.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1

Title Description- Family Services Specialist I represents the entry level employees working under close supervision while being trained in program areas such as, Adult/Adult Protective Services, Child Protective Services, Foster Care/Adoption, Child Care, and Employment Services. Employees perform routine- to journey-level casework activities and the casework usually is reviewed by the supervisor prior to implementing a case action. Upon completion of the training program and attainment of necessary approvals, the employee shall be redefined to a full-performance Family Services Specialist II and becomes eligible for a pay increase as defined by the local agency compensation plan. **The Family Services Specialist I is distinguished from the Family Services Specialist II by the latter's functioning more independently as a full performance Family Services Specialist.**

Family Services Specialist II is the full performance level in the occupational group for Family Services. Employees are responsible for developing and implementing individualized service plans involving the application of casework methods in Employment Services and Child Care, and basic service level caseloads of Adult/Adult Protective Services, Child Protective Services, Foster Care, Adoptions. Employees may provide services in all program areas or specialize in one or several program areas. Typically employees perform all tasks independently and only seek supervisory advice on unusual situations or when policies and procedures require supervisory review or involvement.

General Work Tasks (Illustrative Only) –

- Interprets laws, policies and regulations as applied to specific area of responsibility;
- Monitors, coordinates and administers specific programs as assigned;
- Coordinates services within specific area of responsibility;
- Interviews and assesses customer needs and other relevant factors – such as education/skill levels, abilities, interests, and support systems.
- Informs clients of related service programs rules/regulations, and right to participate;
- Presents cases to determine appropriate services and writes/implements service plans;
- Provides case management services to monitor compliance;
- Manages program waiting lists;
- Tracks expenditures, prepares/submits budget estimates and ensures payment for services;
- Completes necessary federal, state and local planning and reporting requirements;
- Coordinates with other agencies and participates in multi-disciplinary and interagency teams providing services to customers;
- Conducts overall monitoring of programs in specific area of responsibility;
- Serves as resource to clients and the community in area of expertise; and
- Provides after hours on-call coverage and responds to emergencies in child/adult protective services and/or foster care.

Minimum Qualifications:

Knowledge, Skills, and Abilities:

Knowledge- Some knowledge of: social work principles and practices; human behavior and motivational theory; and social, economic, and health problems.

Skills- Skill in operating a motor vehicle and personal computer with associated software.

Abilities- Demonstrated ability to: communicate effectively both orally and in writing; interview, assess needs, counsel and refer clients to other resources as needed; develop and implement service plans in order to insure the delivery of appropriate services to the client; make sound judgments within the framework of existing laws, policies, and regulations; respond to the client's emotions in order to accomplish services objectives; plan and manage own work activities including service delivery preparing reports, and correspondence, record keeping responsibilities and related activities; establish and maintain effective relationships; and stay abreast of current trends and developments in the social work field.

Education and Experience: Minimum of a Bachelor's degree in a Human Services field or minimum of a Bachelor's degree in any field with a minimum of two years of appropriate and related experience in a Human Services area as mandated in Section 22VAC40-670-20 of the Administrative Code of Virginia and implemented by the Virginia Board of Social Services. Possession of a BSW or MSW degree and a Commonwealth of Virginia Social Worker license are desirable.

Preferred Qualifications:

Knowledge, Skills, and Abilities:

Knowledge- Working knowledge of: social work principles and practices; human behavior and motivational theory; laws, policies, and regulations relating to human services program areas; and social, economic, and health problems.

Skills- Skill in operating a motor vehicle and personal computer with associated software.

Abilities- Demonstrated ability to: communicate effectively both orally and in writing; interview, assess needs, counsel and refer clients to other resources as needed; develop and implement service plans in order to insure the delivery of appropriate services to the client; make sound judgments within the framework of existing laws, policies, and regulations; respond to the client's emotions in order to accomplish services objectives; plan and manage own work activities including service delivery preparing reports, and correspondence, record keeping responsibilities and related activities; establish and maintain effective relationships; and stay abreast of current trends and developments in the social work field.

Education and Experience: Minimum of a Bachelor's degree in a Human Services field or minimum of a Bachelor's degree in any field with a minimum of two years of appropriate and related experience in a Human Services area (Section 22VAC40-670-20 of the Administrative Code of Virginia). Experience in assigned program area and completion of required training programs or equivalent combination of training and experience which provides the required knowledge, skills and abilities. Possession of a BSW or MSW degree and a Commonwealth of Virginia Social Worker license are desirable.

ABOUT US

VDSS is one of the largest Commonwealth agencies, partnering with 120 local departments of social services, along with faith-based and non-profit organizations, to promote the well-being of children and families statewide. We proudly serve alongside nearly 13,000 state and local human services professionals throughout the Social Services System, who ensure that thousands of Virginia's most vulnerable citizen have access to best services and benefits available to them. Amelia County Department of Social Services is one of the 120 local departments in the system.

JOB INFO

JOB IDENTIFICATION

- 258
- Job Category Family Services
- Posting Date 04/12/2023, 10:36 AM
- Degree Level Bachelor's Degree
- Job Schedule Full time
- Location 16360 Dunn Street Suite 201,, Amelia, VA, 23002
- Minimum Hiring Salary 42798, but may be higher based on relevant experience
- Maximum Salary 75561