



Children & Youth

Director of Social Services

Amenities:

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

Position Summary:

Performs primary supervisory tasks within the Children and Youth Services Program; does related work as required.

Organizes and administers activities of Northumberland County Children and Youth Services. The incumbent maintains overall control of staff as well as community organizational responsibilities in terms of assessing community needs and resources, and the coordination of children and youth activities with other programs and agencies. A thorough knowledge of applicable federal and state laws as they pertain to the welfare of children and youth within Northumberland County must be maintained.

What You'll Do:

- Prepares annual service plans and budget estimates, including the assessment of community needs and resources.
- Coordinates children and youth related social services with other county programs and agencies.
- Supervises a group of lower-level county social service supervisors.
- Interprets state and federal regulations and advises staff regarding the same.
- Prepares and directs the compilation of reports, correspondence and the maintenance of files and records.

- Conducts management and case staff meetings.
- Trains staff on current policies, programs, and procedures.
- Develops and evaluates ongoing staff training needs and programs.
- Acts as staff assistant to the children and youth Advisory Board.
- Represents the Northumberland County children and youth program with community agencies, and at regional and statewide meetings pertaining to children and Youth Services and makes recommendations to Northumberland County commissioners on agency related matters.
- Works closely with the overall judicial system, president judge and juvenile probation office where necessary.
- Facilitates children and Youth Services primary providers meeting.
- Holds regular meetings with supervisory staff.

Job Requirements/Skills & Abilities:

- Considerable understanding of laws and regulations pertaining to the conduct and administration of county children and Youth Services programs.
- Excellent verbal and written communication skills.
- Ability to develop effective working relationships with peers and subordinates.
- Ability to follow and provide complex oral and written instructions.
- Skills with computers include word processing, excel and basic spreadsheet.
- You must pass a background investigation.
- This position falls under the provisions of the child Protective Services law. under the law, a conditional offer of employment will require submission and approval of satisfactory criminal history reports, including but not limited to PA state police, child abuse history clearance, and FBI clearance.

Minimum Training & Experience:

- Completion of a bachelor's level college or university course of study in social welfare, social sciences, education, or a related field; supplemented by formal and informal training in the conduct and administration of children and youth services program; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Consider experience in programs involving the provision of services to children and youth, including progressive experience as a casework supervisor.
- Considerable experience in working for and/or with other Human Services agencies.

Employment Category:

- Full Time
- Exempt

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

