



## Program Coordinator (CSA)-(Greene)

### Position Information

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<b>Working Title</b>	Program Coordinator (CSA)-(Greene)
<b>Role Title</b>	Local-Classified
<b>Job Open Date</b>	09/28/2018
<b>Job Close Date</b>	10/12/2018
<b>Open Until Filled</b>	No
<b>Is this position funded in whole or in part by the American Recovery &amp; Reinvestment Act (Stimulus Package)?</b>	No
<b>Hiring Range</b>	\$37,847.18
<b>Agency</b>	Dept of Social Services - Local (765-01)
<b>Agency Website</b>	
<b>Location</b>	Greene - 079
<b>Sublocation</b>	
<b>Position Number</b>	00027
<b>Job Posting Number</b>	1043337
<b>Type of Recruitment</b>	General Public - G
<b>Does this position have telework options?</b>	No
<b>Bilingual/Multilingual Skill Requirement/Preference</b>	No
<b>Job Type</b>	Full-Time (Salaried)
<b>Job Type Detail</b>	Full-Time Salaried - Non-Faculty- FTS-1
<b>Pay Band</b>	UG
<b>Job Description</b>	<p>Program Coordinator represents the full performance level and is responsible for providing overall program management and coordination of the Children's Services Act program by developing, coordinating and providing programs, resources and services to meet client needs. Employees plan and develop strategies for improving outcomes and implement human services programs.</p> <p>General Work Tasks (Illustrative Only) –</p> <p>Provides overall program management and coordination of Greene County's Children's Services Act program;</p> <p>Prepares and reviews grant proposals and monitors program grants to determine compliance with prescribed policy, procedures and operating standards, program regulations, or contractual requirements;</p> <p>Develops programs;</p> <p>Organizes and directs special projects;</p> <p>Assesses community needs and develop community resources for meeting those needs;</p>

Reviews and recommends revision of agency or community programs to meet changing client and community needs;  
 Coordinates agency and community resources and programs;  
 Plans, organizes and oversees the activities of professional, clerical and volunteer personnel;  
 Works cooperatively with other employees, clients, agencies, and the public;  
 Assesses and identifies needs, resources and community trends;  
 Makes presentations to community groups, boards and commissions;  
 Coordinates with clients, colleagues, community and other agencies to improve program and outreach service delivery;  
 Functions effectively as a team member;  
 Communicates with supervisor, employees, other departments, county officials, team members, state/federal agencies, granting/funding agencies, community organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction;  
 Maintains a comprehensive, current knowledge of applicable laws, regulations, policies, or other guidelines related to assigned program area;  
 Attends workshops and training sessions; and  
 Presents plans and recommends policies and procedures and program budgets for approval.

**Minimum Qualifications**

Working knowledge of: principles and practices of assigned human services programs; occupations and activities characteristic of assigned program services; program practices, techniques, and methods; project management processes and techniques; local service agencies and organizations and departmental programs and activities; program management and development; laws, regulations, policies and standards related to the program; program goals and objectives; program terminology, principles and methods utilized in the program; and human behavior.  
 Skill in: operating a computer to enter, retrieve or modify data; and the use of word processing, spreadsheet, database, desktop publishing, e-mail, Internet, or other computer programs.  
 Demonstrated ability to: communicate effectively both orally and in writing; gather and interpret data, reach logical conclusions and present findings and recommendations; assess program and staff needs; plan, coordinate and evaluate program activities; train, advise, direct and evaluate others on the program requirements; maintain effective working relationships with others; identify problems and needs and assess services in problem solving; interpret and apply regulations and procedures; conduct effective training; public speaking; interact professionally with a diverse group of people; produce meaningful, clear, and concise documents with the proper grammar and usage; organize and prepare statistical records; perform mathematical calculations; and read understand, and interpret program/technical reports and related materials.

**Preferred Qualifications**

Bachelor's degree in a Human Services field or related area supplemented with work experience in the assigned program areas OR any equivalent combination of training and experience which provides the required knowledge, skills and abilities.  
 Possession of a BSW or MSW degree  
 Considerable knowledge of the proceedings, practices, policies and services of the Children's Services Act

**Special Requirements**

Virginia Driver's License or ability to obtain.  
 All applicants are subject to a DMV driving record check, pre-employment drug screen, and CPS and criminal history search.  
 The investigation may include fingerprint checks (State police and FBI) local agency checks, employment verification, verification of education (relevant to employment), credit checks, and other checks requested by the hiring authority.  
 Must be willing to work in community emergency shelter in the event of a natural disaster or emergency.

**Special Instructions to Applicants**

Applications for this position must be submitted electronically through this website. Mailed, e-mailed, faxed, resumes or hand delivered applications will not be accepted.  
 This website will provide a confirmation receipt when the application is submitted for consideration.  
 Consideration for an interview is based solely on the information within the application.  
 Please refer to your RMS account for the status of your application and this position.

Contact Information

**Name** James Howard  
**Phone** 434-985-1453  
**Fax**  
**Email** james.howard@dss.virginia.gov  
**Address** 10009 Spotswood Trail  
 Stanardsville, VA 229732

**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \* Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only);
  - Yes
  - No
  - Not Applicable
2. \* Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)
  - Yes
  - No
  - Not Applicable
3. \* How did you find this employment opportunity?
  - State Recruitment Management System (RMS)
  - Agency Website or Bulletin Board
  - Job Board (Indeed, Monster, Dice, etc.)
  - Social Media (Twitter, Facebook, LinkedIn, etc.)
  - Newspaper or Professional Journal (Please specify below)
  - Career Fair or Job Event (Please specify below)
  - VEC (Virginia Employment Commission)
  - Radio/TV (Please specify below)
  - Other (Please specify below)
4. \* Please specify the actual source from your response to question #3 above (Name of newspaper, Journal Title, Job Board, Career Fair, Agency Website, Social Media Type, etc.) If unknown or none, enter: N/A.  
(Open Ended Question)

## **Applicant Documents**

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### **Required Documents**

1. Transcript

### **Optional Documents**

1. Cover Letter