



## JOB ANNOUNCEMENT

### PROGRAM DEVELOPMENT SPECIALIST

Children's Division Central Office

December 6, 2018

The Children's Division is seeking a candidate to fill a **Program Development Specialist** position based in **Cole County-Jefferson City- Central Office**.

**JOB DUTIES:** This position will be responsible for Relative First Programs within the Children's Division. This PDS will develop support programming through collaboration with other state agencies and relevant community partners to assure success of children with whom the Children's Division is involved; these children residing formally or informally in the home of relative placement providers. Position will also work closely with the Prevention Services Specialist to connect all aspects of community building as well as the parent engagement Program Specialist. With nearly 50% of children who are in the care of Children's Division residing with relative providers and estimates that for each child who lives with a relative as a result of a formal/legal arrangement there are many other children who live in informal arrangements with relatives this position is essential in supporting and preserving those placements assuring family wellbeing. This PDS would be responsible for overseeing family finding efforts through models such as 30 Days to Family and Extreme Recruitment, file mining and social media reviews and working with field staff to infuse these principles in daily practice through training and support. The goal of this work is to locate family members as quickly as possible for successful placement and family support as well as thorough exploration of family needs and institution of best practices to preserve families. This position will work closely with the program specialist responsible for the Family Resource Center contract to expand that contract to build community support for families as well as development and oversight of contracts with additional service providers to provide services to families. .

This individual must be highly motivated, self-directed and able to work both with a team and independently. The ideal candidate will have exceptional organization skills and possess strong oral and written communication skills. Above all the ideal candidate will have a strong belief system which supports relative placement and a desire to support relatives and the entire family system to assure well-being.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of federal and state laws, rules, regulations, and procedure pertaining to social welfare programs including the Family First Prevention Services Act. Comprehensive knowledge of general administrative principles and practices in social welfare programs, including a general knowledge of procedure and policy development. Comprehensive knowledge of the methods and means of collecting and evaluating information relating to social welfare and related support unit activities. Comprehensive knowledge of the social and economic needs of communities and the type and availability of resources necessary to meet these needs. Comprehensive knowledge of social work principles, administration, and methodology. Comprehensive knowledge of the principles and practices of public service, social welfare, and associated support service program design and development. Intermediate knowledge of the methods and procedures in the analysis, development, and design of programs relating to social welfare and associated

**QUALIFICATIONS:** (The following minimum qualifications will determine merit system eligibility. Allowable experience and education substitutions are provided in italics below the corresponding minimum qualification statement; no other substitutions will be permitted. These minimum qualifications may also be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers.)

Two or more years of experience in a professional or technical job classification with the Missouri Uniform Classification and Pay System in the Missouri Department of Social Services; and possession of a high school diploma or proof of high school equivalency.

**OR**

A Bachelor's degree from an accredited college or university; **and**,

Four or more years of professional or technical experience providing social services; or conducting investigations or audits of social service providers, recipients, and/or applicants.

(24 earned graduate credit hours from an accredited college or university in social or behavioral sciences, Public or Business Administration, or a closely related field may substitute for one year of the stated experience.)

(A Master's degree from an accredited college or university in social or behavioral sciences, Public or Business Administration, or a closely related field may substitute for two years of the stated experience.)

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the stated college education.)

**SALARY RANGE:** \$1,654.50 - \$2,355.00 twice-a-month

**TO APPLY:** If interested in this position you will need to submit a completed DSS application ( <https://dss.mo.gov/hrc/pdf/mo886-1315.pdf> ) and a copy of your official college transcripts (if applicable) to [Amy.L.Martin@dss.mo.gov](mailto:Amy.L.Martin@dss.mo.gov) before 5pm on **December 20, 2018.**

**RECRUITMENT AREA:** Qualified individuals.

**APPLICATION DEADLINE:** Deadline for applications is **December 20, 2018.**

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**