



JOB ANNOUNCEMENT

CIRCUIT MANAGER Social Services Manager November 6, 2018

The **Children's Division (CD)** is seeking applications for the position of **Circuit Manager (Social Services Manager)** located in the **Circuit 38 (Christian County)**.

DEFINITION: This is administrative or managerial work responsible for planning, coordinating, directing, or analyzing social services programs. *(This classification is part of the broad-banded management service.)* **This description may not include all of the duties, knowledge, skills, or abilities associated with this classification.**

EXAMPLES OF WORK: Directs or assists in the overall planning, development and administration of social service programs such as: child abuse/neglect, foster care, adoption, permanency planning; family-centered services; prevention of juvenile delinquency; care, treatment and education of youth within the department's custody specifics; self-sufficiency assistance, employment and related support services; educational and independent living services for the blind and visually impaired; health insurance/Medicaid; provider services; or the location of non-custodial parents, paternity establishment, and the enforcement and/or modification of child support and medical support orders for children.

Assists in the development and implementation of departmental planning.

Reviews and/or revises programs in area of responsibility to ensure compliance with laws, regulations, policies, plans, and procedures.

Oversees programs such as community-based services, case management, and treatment systems.

Supervises and monitors operations within a geographical area.

Directs or assists administrative staff in general management, policy development, program planning, and/or coordinates assigned responsibilities.

Selects, trains, directs, and evaluates staff in area of responsibility.

Participates in the development, implementation or interpretation of new or revised program, departmental or legislative initiatives.

Participates in conferences and meetings relating to areas of assigned responsibility.

Participates in the development of budget requests and the monitoring of expenditures according to allocations and appropriations; recommends or directs implementation of cost saving measures.

Conducts investigations, special studies, and prepares or reviews reports and related information to evaluate existing organizations, policies, procedures, and practices as related to the assigned program.

Represents or serves as a liaison for the assigned area of responsibility; maintains contact with various staff, clients and public; cooperates with and addresses federal, state, local and community organizations, and other groups pertaining to the assigned programs.

Ensures clients receive services according to identified needs.

Negotiates or administers contracts, grants, and cooperative agreements with federal, state, local, and community organizations.

Exercises considerable initiative and judgment in planning and implementation of assignments or projects; receives directions and supervision from an administrative supervisor.

Qualifications for banded positions may include additional or specialized education, experience, licenses, certification or additional credentials.

Performs other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of principles and practices of administration and management in a public social welfare agency. Comprehensive knowledge of governmental budgeting, fiscal management, and grants and/or contract management. Comprehensive knowledge of current human service issues and theories. Comprehensive knowledge of managerial techniques and administrative practices. Ability to review, analyze, interpret, and/or prepare federal and state laws, rules, regulations, policies and procedures as related to the assigned program. Ability to testify as an expert witness. Ability to develop, implement, and administer assigned program or services to achieve positive program and client outcomes. Ability to establish and maintain working relationships with departmental officials, legislators, staff associates, the general public and others. Ability to analyze and evaluate policies and operations and formulate recommendations. Ability to communicate effectively. Ability to provide leadership and supervision to professional, technical, and related program staff. Ability to manage change, provide program management, and achieve results. Ability to develop short and long-range plans that meet established objectives and contribute to the overall goals and mission of the agency.

EXPERIENCE AND EDUCATION

(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.) (More specific qualifications may be required for particular positions allocated to this class depending on the assigned duties and responsibilities. This may include specialized and/or additional education, experience, and/or licensure/certification not stated in the minimum qualifications.)

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in the following: Criminal Justice, Education, Psychology, Sociology, Social Work, Family and Child Development, Human Services, Counseling, Public or Business or Health Care Administration, Nursing, Physical Rehabilitation, Occupational Therapy, Dietetics, Nutrition or a closely related field;

and

Four or more years of professional experience in protective services for children; self-sufficiency/income maintenance; child support; in-home services; programs for blind or visually impaired persons; Medicaid or other health insurance programs; nursing; health care or health delivery system; pharmacy or pharmacology; treatment and education of adjudicated juveniles; juvenile delinquency prevention programs; or resource, financial or legal investigations.

*(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)
(Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 24 earned credit hours for one year.)*

SALARY RANGE: \$1716.00-1782.50 semi-monthly

TO APPLY: Interested and qualified individuals can contact Wendy Fraley at 417-657-0849 if you are interested in this position by 5 p.m. on or before November 21, 2018.

You will need to submit a completed DSS Application and a copy of your college transcripts at the time of the interview.

RECRUITMENT AREA: Accepting from qualified applicants.

APPLICATION DEADLINE: November 21, 2018

DSS IS AN EQUAL OPPORTUNITY EMPLOYER