

Job ID: 46676 - Regional Services Supervisor - Human Services Supervisor 2

Location: St. Paul

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Job Class: Human Services Supervisor 2

Working Title: Regional Services Supervisor

Who May Apply: Open to all qualified job seekers

Date Posted: 07/06/2021

Closing Date: 07/20/2021

Hiring Agency/Seniority Unit: Department of Human Services / Central Office

Division/Unit: Community Supports Administration / Deaf and Hard of Hearing Services Division

Work Shift: Day Shift

Work Hours: 8:00 a.m. to 4:30 p.m.

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$29.01 - \$42.00/hourly; \$60,572 - \$87,696/annually

Classified Status: Classified

Connect 700 Program Eligible: Yes

Job Summary

This vacancy is located at the DHS St. Paul, MN Central Office location

This position manages, directs, supervises and coordinates day-to-day work mandated by the Deaf and Hard of Hearing Services (DHHS) act. This involves oversight of statewide Deaf and Hard of Hearing Services Division (DHHSD) regional services staff and the provision of Regional Services' programs and services at a minimum of six regional centers and various statewide hubs. This incumbent manages one lead specialist and up to 10 direct service staff and statewide Office and Administrative Specialist (OASI), and oversees the regional services' human service delivery functions to the one out of five Minnesotans with hearing loss and its partnerships with state and county personnel and providers who work with people who have hearing loss.

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Other responsibilities include:

- Ensure that the DHHSD's regional services' Menu of Services is adhered to in a consistent manner, while recognizing and honoring the unique needs of regional centers.
- Review and analyze data for measurable results, evaluates the performance of DHHSD's direct service provision to make ongoing recommendations and feedback for effective human services delivery, and ensures that DHS/DHHSD' policies and CSA/DHHSD workplans are effectively utilized and executed.
- Provides management oversight for Metro Office and Greater Minnesota's regional offices' facilities management-related needs.
- Works closely with the Deaf and Hard of Hearing Services Division management team, and particularly the division director to address a myriad of programmatic related needs and improvements.

Agency Overview:

The Minnesota Department of Human Services (DHS) is the largest State government agency committed to bettering the lives of Minnesotans. We help people meet their basic needs so they can live in dignity and achieve their highest potential. At DHS, we are committed to having a workforce that represents the rich diversity of those we serve. We employ a highly talented and dedicated workforce committed to providing services that produce positive outcomes for clients in a cost-effective manner. DHS employees have an opportunity to make a difference in the lives of Minnesotans every day.

Come be a part of our growing team of talented professionals!

Minimum Qualifications

Demonstrated leadership experience* (must be clearly identified on your resume)

*Leadership experience can include (this is not an all-inclusive list):

- Experience as a supervisor, lead worker, team lead, project lead;
- Completion of a State of Minnesota leadership program (e.g. ELI, L4);

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- Leading a program or chairing a committee (e.g. ERG) –experience must include:
 - Identifying issues, goals, strategic actions
 - Can be paid or unpaid
 - 1+ year
 - 100+ hours per year time commitment

AND

Three (3) years of specialized professional experience providing human services delivery to deaf, deafblind, hard of hearing and late-deafened populations, demonstrating the following:

- Advanced Skills in American Sign Language;
- Deep knowledge of Human Services Delivery and Management Systems;
- Deep knowledge and understanding of services for the deaf, deafblind, hard of hearing and late-deafened and hard of hearing communities;
- Broad knowledge and understanding in various communication access and assistive listening devices, and the differences in service needs for people who are deaf, deafblind, hard of hearing and late-deafened.

Preferred Qualifications

- Excellent communication and written skills
- Broad computer literacy skills
- Intermediate knowledge and familiarity of database management and spreadsheet reporting
- Exhibits sensitivity, understanding and respect of the cultural and other differences that s/he will encounter in interacting with co-workers and in serving our clientele
- B.A. or B.S. in Human Services-related fields: Human Services, Social Work, Education, Rehabilitation Counseling, Psychology, Business, Management and others.
- Variety of experiences working effectively with others from different backgrounds and cultures.

Additional Requirements

To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each

job held.

REFERENCE/BACKGROUND CHECKS - The Department of Human Services will conduct reference checks to verify job-related credentials and criminal background check prior to appointment.

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

Our differences make us stronger and leveraging them helps us create a workforce where everyone can thrive. The Department of Human Services is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace. We do this by developing strong leaders and advocates, increasing cultural competence and understanding among all employees, and removing institutional barriers and attitudes that prevent employees from advancing as far as their talents will take them. We prohibit discrimination and harassment of any kind based on race, color, creed, religion, national origin, sex (including pregnancy, childbirth and related medical conditions), marital status, familial status, receipt of public assistance, membership or activity in a local human rights commission, disability, genetic information, sexual orientation, gender expression, gender identity, or age.

How to Apply

Click "Apply" at the bottom of the page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

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If you have questions about the position, contact Daniel Millikin at daniel.millikin@state.mn.us.

If you are a Connect 700 applicant, please email your certificate and the Job posting ID number to Dan Thorp at daniel.thorp@state.mn.us by the position close date.

If you are an individual with a disability and need an ADA accommodation for an interview, you may contact the Department of Human Services' ADA Coordinator at 651-431-4945 or DHS_ADA@state.mn.us for assistance.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need.