

**JOB ANNOUNCEMENT**

**Social Services Manager, Band 1**

**Southeast District 4 Office, Rehabilitation Services f/t Blind**

**Family Support Division**

**October 27, 2011**

The Family Support Division is seeking applications for the position of Social Services Manager, Band 1 for the Southeast District 4 Office of the Rehabilitation Services for the Blind (RSB) program located at 106 Arthur St., Suite. E, Sikeston, Missouri.

**JOB DUTIES:** The District Supervisor (DS) is responsible for the direction of assigned district staff in implementing vocational rehabilitation, independent living, and older blind services programs to fulfill our mission to create opportunities for eligible blind and visually impaired persons in order that they may attain personal independence and vocational success.  The DS will select, train, direct, and evaluate staff to ensure there is a clear understanding of blindness, blindness issues and the philosophy of independence for clients. The DS supervises and monitors operations of the district office; and directs or assists in the overall planning, development and administration of vocational and independent living services for the blind and visually impaired.  The District Supervisor ensures clients receive services according to identified needs consistent with their interests, abilities and capabilities, and informed choice; Reviews and/or revises programs to ensure compliance and implements service provision in accordance with statutory and regulatory requirements.

The DS participates in the development, implementation or interpretation of new or revised programs, departmental or legislative initiatives and will represent Rehabilitation Services for the Blind in conferences and meetings. The District Supervisor participates in the development of budget requests, monitors expenditures, and recommends or directs implementation of cost saving measures. The DS conducts investigations, special studies, and prepares or reviews reports and related information to evaluate existing organizations, policies, procedures, and practices. The District Supervisor serves as a liaison by maintaining contact with stakeholders including staff, clients, and federal, state, local and community organizations. The DS must exercise considerable initiative and judgment in planning and implementation of assignments or projects.

**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:** Annual salary range is $38,700.00 - $62,952.00.

The Social Services Manager position is currently closed for recruitment and individuals will not be able to apply for this classification online. Individuals who meet the required qualifications as specified above and are interested in this position should print and fax a current EASe application and any applicable transcript(s), to Darlene Rush at (573) 526-3674.

Information must be accompanied by a note referencing the position and location for which application is being made. Questions regarding this position can be directed to Michael St.Julien at (573) 751-4989.

**RECRUITMENT AREA:** Accepting applications from all qualified applicants.

**APPLICATION DEADLINE:** Deadline for applications is Friday, November 11, 2011 at 5:00 p.m.

\*\*\*Seeking Applicants with Experience in Programs for Blind or Visually Impaired Persons\*\*\*

**Applications will be subject to review prior to scheduling interviews.**

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**