



JOB ANNOUNCEMENT

SOCIAL SERVICES MANAGER, BAND 1 **Family Support Division-Rehabilitation Services for the Blind** **May 6, 2016**

The Family Support Division (FSD) is seeking candidates to fill the position of Social Services Manager Band I. This position is within Rehabilitation Services for the Blind (RSB) and is based at 615 Howerton Court in Jefferson City (Cole County). This position will report directly to the Deputy Director for RSB.

JOB DUTIES: Duties and responsibilities of this position include, but are not limited to:

- Manage and maintain agency compliance with state and federal regulations for the VR program directly related to the new federal regulations and implementation and maintenance of WIOA;
- Report quarterly requirements and data validation for the 911 report and employer engagement activities;
- Manage and supervise the Children's Services program;
- Manage all aspects of the transition program; including training, policy implementation, staff supervision and management of 15% of the VR grant budget to be spent on student disabilities;
- Manage the transition services under the VR program, including supported employment;
- Analyze federal regulations, staff training and policy implementation working with schools and service providers and provide support and guidance to field staff;
- Oversee employer engagement activities, including participation on WIOA employer engagement teams and core partners. This includes meeting with employers, job centers, workforce development boards, etc. to collaborate and identify work experience and competitive employment opportunities for clients;
- Maintain agency compliance with state and federal regulations for all service programs and monitor adherence to guidelines; and
- Perform other duties as assigned.

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 \$40,380-\$65,364

TO APPLY: Applicants who meet the required qualifications and experience as specified above and are interested in this position, must submit a cover letter, an EASe application (once logged into EASe-go to Quick Links and print out application), a completed DSS Application for Employment, and any applicable transcript(s) to Cindy Hudson at Cynthia.A.Hudson@dss.mo.gov. Please indicate for which position you are applying when submitting your information.

RECRUITMENT AREA: Accepting applications from all qualified applicants

APPLICATION DEADLINE: Monday, May 23, 2016 by close of business.

Applications subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER