

Monmouth County, Director, Division of Social Services

PURPOSE:

Under the direction of the Director of Human Services, functions as the Director of the Division of Social Services overseeing the organization and coordination of the functions, programs and activities of the Division and other related duties. Responsible for oversight of activities within the Division including but not limited to organizing, developing, and directing County welfare programs subject to the policies and rules of NJ Department of Human Services. Responsible for the coordination of activities with private sector agencies and not-for-profit organizations; interaction with other County departments and divisions as they relate to the functions of the Division, for example, budgeting, purchasing, contract negotiations, monitoring and evaluation, grant management and other related duties. Represents the Division of Social Services in Monmouth ACTS and serves as the County liaison to the State Division of Family Development.

ESSENTIAL FUNCTIONS:

- Supervises the operations of the Division of Social Services.
- Ensures Division programs and operations are carried out in accordance with federal regulations, County and NJ Department of Human Services policies and procedures.
- Plans, organizes, develops, and directs various County welfare programs.
- Responsible for developing and monitoring the Division budget.
- Directs and supervises the implementation of programmatic, administrative, and fiscal policies and procedures as well as directs the implementation of new and/or revised programs activities, procedures, organizational structure, etc.
- Establishes and maintains cooperative working relationships with other organizations and groups interested or involved in the work of social services.
- Provides assignments and instruction to staff and supervises their work performance, including overseeing work schedules and addressing employee concerns or issues.
- Represents the Division at Monmouth ACTS Advisory Council and related activities as well as other conferences, meetings, and events.
- Prepares and/or directs the preparation of various reports and documents and prepares official Division correspondence.
- Through collaboration with system partners, plans, and implements system and program development activities relating to social services in Monmouth County.
- Monitors and evaluates service delivery and compliance of programs.
- Assesses the County's service needs and problems, systematically and on an ongoing basis with respect to social services and collaborates with system partners through Monmouth ACTS to address local issues and coordinate or develop programs/resources as needed.
- Participates in all related professional meetings at local and State levels.
- Coordinates information, referral and advocacy for residents seeking supports and services.
- Fields consumer grievances and complaints.
- Other duties as assigned.

EDUCATION/EXPERIENCE AND/OR TRAINING:

- Graduation from an accredited college or university with a bachelor's degree. Master's degree preferred.

- Six (6) years of experience in the management and/or planning, organization and coordination of social service programs and staff required. Management experience shall have involved setting organizational goals and objectives and establishing or determining need for and planning organizational changes.

LICENSES OR CERTIFICATIONS:

- Valid New Jersey driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of the rules, regulations, standards, policies, and procedures of the Division of Family Development of the Department of Human Services and regulations of County welfare agencies.
- Knowledge of program planning, organization, and coordination methods as well as program evaluation techniques.
- Knowledge of the methods used to conduct needs assessments.
- Knowledge of methods used to develop and prepare budgets.
- Strong verbal and written communication skills, with the ability to communicate effectively and professionally in public and individually.
- Strong math skills, with the ability to develop, prepare and administer the budgets.
- Strong computer skills, with proficiency in all Microsoft Office Suite applications.
- Ability to plan, organize, administer, or contract social service programs to meet the needs of the community.
- Ability to evaluate the effectiveness of social service programs.
- Ability to establish and maintain cooperative working relationships with others interested or involved in the work of the Division.
- Ability to coordinate planning efforts with those of other agencies or units.
- Ability to interpret laws, rules, and regulations, standards, and apply them to specific situations.
- Ability to conduct studies to identify human services' needs.
- Ability to establish guidelines for the effective delivery of services.
- Ability to provide assignments and instructions to staff and supervise their work performance.
- Ability to prepare reports and correspondence.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- Ability to read, analyze, and interpret relevant technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from employees, regulatory agencies, business associates, or residents.
- Ability to effectively present information to management as necessary.

HOW TO APPLY:

- Individuals will only be considered if they possess the minimum requirements listed above.
- To be considered for the position, you must fill out a Monmouth County Application for Employment. Applications may be obtained by going to www.visitmonmouth.com. Hover of "Employment" on the top of the page, then click "How to apply."
- Applications may be submitted via email to mc-humanresources@co.monmouth.nj.us.