



Job Announcement – (Re-Advertise)

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| Position: Social Services Director | Department: Head Start/Early Head Start/Administration |
| Location: Hughesville | Employment Status: Full-Time |
| FLSA: Exempt Grade: 16 | Compensation: \$60,000 - \$85,000 |
| Weeks Worked: 52 | Work Per Week: 40 – Monday – Friday |
| Revised: 06/01/2020 | Some Evenings and Weekends |
| Opening Date: September 4, 2020 | Closing Date: Until Filled |

Summary of Job Description: This position is an integrated member of the clinical team. The Social Services Director will implement, oversee, and manage the delivery of evidence-based care for whole families using the 2Gen model. This role is directly responsible to the Head Start Director and or designee for providing oversight and leadership in monitoring the ERSEA (eligibility, recruitment, selection, enrollment, and attendance) and Family and Community Partnership services as outlined in the Head Start Performance Standards. These activities will include, but not limited to compliance of activities and the supervision of recording, tracking and reporting. This position will also be responsible for the overall oversight of the Internship Program. The Social Services Director is responsible for making sure the agency has systems and instruments that are effective in serving customers that involves a universal agency-wide application process and referral system. The position will be responsible for working with the community action network to strengthen the whole family approach to serving customers.

Summary of Requirements: Master's degree in social work from an accredited college/university. Licensed Graduate Social Worker (**Preferred**). Five (5) years' experience working in a professional capacity providing direct services to adults, children, and families. Must have 3-5 years of demonstrated successful experience in a management position as a supervisor. Prefer experience in nonprofit management. Experience budgeting and fiscal management of services required. Preferred experience conducting regulatory management and grants-management monitoring review. Must be able to work well with others and demonstrate outstanding people skills and effective employee relations. Must have a demonstrated successful track record in managing services, programs, and achieving program deliverables and outcomes, and program compliance. Must be able to interpret and train others regarding federal and state regulations. Must be able to develop, coordinate, and follow through on projects. Must have excellent writing, math, and analytical skills. Proficient in using Microsoft Word, Excel, Outlook, and other software applications to retrieve data, create spreadsheets, and reports. Must maintain strict program confidentiality and integrity. Ability to plan, organizes, prioritize, and work independently to meet deadlines. Demonstrate the ability to analyze problems, gather data, and information to evaluate and recommend solutions, or effective solutions with a tolerance for ambiguity and change, when necessary. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion.

Communication Skills: Ability to effectively and professionally communicate using tact and diplomacy in written and verbal formats with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties: The two-generation approach draws from findings that the well-being of parents is crucial to their children's social-emotional, physical and economic well-being. The Social Services Director will manage and oversee the utilization of the 2Gen approach within the Head Start Program under the following content areas:

ERSEA (Enrollment, Recruitment, Selection, Eligibility and Attendance): Ensure that the agency complies with all regulations applicable to the Head Start Performance Standards.

- Analyze enrollment systems.
- Provide information, referral and coordinating efforts to link families with appropriate resources.
- Analyze community assessment information and facilitate planning efforts to determine design options, recruitment efforts and enrollment guidelines for Head Start (HS), Early Head Start (EHS) and Childcare Partners (CCP).
- Develop and/or revise the agency's ERSEA systems, policies and procedures.
- Oversee and facilitate ERSEA Committee.
- Evaluate and monitor systems to process enrollment applications, including determination of eligibility and selection criteria.
- Prepare monthly reports and tracking regarding ERSEA updates timely.
- Maintain systems, database, files, etc. ensuring security of data.
- Involved with strategic planning processes by utilizing the community needs assessment and internal data.
- Monitor to ensure compliance related funded enrollment, slot tracking, and attendance.
- Oversee student and family record policies and implementation.
- Participate in annual audit, if necessary.
- Prepare monthly programmatic and any reports required by funding sources.
- Participate in internal and external monitoring reviews.

Male Involvement: encourage fathers and significant male figures to become actively involved in the social and educational development of their children while enhancing their relationship with their children and families through interaction in Head Start activities, both within the center and off-site.

- Design a creative and effective incentive and reward systems to encourage hesitant fathers/males to become more involved in classroom activities and program governance.
- Develop and maintain strategic alliances and partnerships with other community agencies and Fatherhood-related programs to assist in providing services to SMTCCAC children and families.
- Supervise the Male Involvement and Family Services Coordinator and the Family Advocate Specialist.
- Coordinate and oversee training and the education of fathers, significant males, other family members, and agency staff in methods and techniques for interacting with children and improving parenting skills through community resource awareness, agency-sponsored workshops, etc.
- Join the Male Involvement Network (MIN) and attend Annual Family (AFC) conference.

Internship Program: managing a total of ten (10) undergraduate and graduate students seeking fieldwork within the social work discipline and/or within other human service disciplines utilizing the whole family 2Gen approach by:

- Providing general oversight of daily operations of the internship program.
- Designing and executing the planning and implementation of a nine (9) month intern program focused on teaching case coaching and 2Gen whole family approach discipline
- Providing supervisory oversight of the Internship Program Coordinator

- Ensuring field assignments align with course requirements
- Cultivating existing partnerships and developing new relationships with colleges and universities to expand internship opportunities.

Other duties as assigned.

Licenses or Certificates:

Certification in Adult CPR, First Aid, and valid Maryland Driver’s License. Licensed Graduate Social Worker (Preferred).

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires extensive physical effort: bending, stooping, reaching, pushing, pulling, standing, and lifting as patient needs require.

| Applications Accepted By: Mail and Online | |
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| <p><u>Mail to:</u> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637</p> | <p><u>Online at:</u> www.smtccac.org</p> |
| <p>Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts.</p> <p>Applications and Documents submitted with missing information will not be considered. Do not send application’s via Fax.</p> | |

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P.O. Box 280, Hughesville, Maryland 20637



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