

Internal/External Job Posting

Position: Community Services Director

Term: Full Time

Qualifications and Experience:

Requirements:

1. Bachelor's Degree (or higher, preferred) in Business, Human Services or Social Services and 3 years' professional experience in directing human and/or social services programs; or, Associate's Degree and five (5) years' professional experience with two (2) years' experience supervising professional and para-professional staff; extensive knowledge in organized outreach techniques and procedures for making contact with individuals, families and service agencies; well-developed oral and written communication skills and in the preparation of reports and narratives and making oral presentations; demonstrated working knowledge in the usage of desktop computer system and computer entry of client data.
2. Microsoft WORD and Windows experience.
3. Familiar with data and/or assessment processes using manual and computerized methods;
4. Ability to travel using Agency and/or personal vehicle;
5. Possess a valid South Carolina driver's license;
6. Ability to maintain and retrieve client files and to visually review;
7. Able to lift 25 pounds;
8. Must pass a SLED criminal background check.

Key Responsibilities and Duties:

- Under general direction and supervision of the Executive Director, plans, directs and supervises the operation of the CSBG, LIHEAP and ESG grant programs.
- Provides case management coordination services to include assessing, monitoring, advocacy, counseling and intervention to enable persons to become and/or to maintain self-sufficiency.;
- Monitors, supervises and evaluates CSBG and LIHEAP program staff and provides training for staff and volunteers, as necessary, in the processing of client applications to include client tracking/monitoring and follow up;
- Develops and conducts a comprehensive needs assessment for planning purposes to comply with grant requirements;
- Establishes in conjunction with Executive Director, local operating procedures in line with funding source requirements, ensures fiscal allocations are adhered to and assists in implementing strategies to meet program goals;
- Analyzes and evaluates outcome measures for cost/project/program performance and prepares related monitoring and performance reports on a regular basis.
- Identifies sources and causes of problems in the service area and prepares appropriate recommendations for their alleviation; participates in program planning and coordination as required.
- Serves as systems administrator for state based computer DBA system in developing reports, resolving issues, batching vouchers, setting programs up and tracking funding;
- Assists in the maintenance of good working relationships with other human service agencies, organizations, and community groups in the service area, including vendors, at the discretion of and in coordination with the Executive Director;
- Establishes and monitors contracts and Memorandum of Understanding's (MOU) s at the discretion of and in coordination with the Executive Director;
- Supervises and monitors the scheduling and delivery of agency services in the service area;
- Prepares reports for the Executive Director, Board of Directors and funding agency, as required on a timely and accurate basis;

- Keeps the Executive Director informed on grant program activities, expenditures, requirements and any activity or issue with the potential for significant and/or negative impact.

Knowledge/Skills/Abilities:

Must be people oriented and able to communicate with a diverse population. Should have considerable knowledge of the principles of business and/or governmental and public programs. Must be proficient, efficient, and a self-starter with demonstrated ability to plan, establish and meet deadlines, adhere to policies and procedures; be a team player, able to foster positive relationships and to coordinate activities both internally and externally. Must demonstrate high proficiency in both oral and written communications and be competent in math and computer skills which support the collection, recordation, and retrieval of data to prepare accurate and reliable reports. Must be able to adapt quickly and positively to changing demands, stressful situations, and multiple priorities.

Application Process: Send cover letter & resume to:

Darlington County CAA

Attn: HR Administrator

904 S. 4th St.

Hartsville, SC 29550

Email: cmurray@dcca.net

Closing Date: July 12, 2019 (or until filled)