

Social Services - Director

Position Description*DRAFT

Purpose of Position

The Social Services Director performs a variety of supervisory, fiscal, administrative and governmental duties to support the operations of the Vilas County Department of Social Services. The Social Services Director exercises professional and administrative judgment and initiative within policy guidelines. All duties and responsibilities are performed under and subject to the direction of the Vilas County Social Services Board.

Essential Duties and Responsibilities

1. Develops and manages the Social Services budget with the assistance of the Financial Manager, approves expenditures and monitors state/county contracts.
2. Supervises all full and part-time social services personnel, monitors attendance, performs employee evaluations, and handles disciplinary actions. Recommends to the Vilas County Social Services Board the appointment of employees necessary to administer the functions of the agency.
3. Provides leadership and direction to the department in personnel matters and coordinates agency personnel policies with county policies and union contracts. Interprets Social Services Department Union contracts and recommends action to answer employee grievances.
4. Responsible for staff development to make sure the agency personnel have the necessary training, education, and qualifications to perform the duties necessary for the efficient operation of the agency.
5. Conducts regularly scheduled meetings with agency personnel to assist and support their work activities.
6. Supervises, directs, modifies and creates departmental policy and procedure for implementation of County programs regarding Child Protective Services, Income Maintenance, Long-term Support/Community Options Program, Elder and Adult at Risk Abuse – Guardianship, and Fiscal and Support functions.
7. Maintains effective communication, both written and oral with County Supervisors, Social Services Department staff, other County Departments, news media, civic organizations, law enforcement, State and Federal Social Services agency representatives and the general public.
8. Has a broad understanding of Social Service programming, funding and the ability to work with various state agencies and departments to insure the smooth delivery of services.
9. Attend meetings and trainings as appropriate to maintain current knowledge of State and Federal regulations, rules and procedure affecting Department programs.

10. Prepares agenda for and attend and participate in Social Services Board meetings. Collaborate and cooperate with the Vilas County Social Service Board and the Vilas County Board of Supervisors and its Committees in the provision and delivery of services to Vilas County residents.
11. Maintains strict confidentiality of all client information, records, and office operations. Treats clients, co-workers, and the general public with dignity regardless of race, color, creed, disability, or nation of origin.
12. All other duties required for the smooth operation of the Vilas County Department of Social Services.

Knowledge and Skills Required

Thorough knowledge of the modern principles and practices of the administration and operation of a public agency whose responsibilities currently include the following service areas:

- Child Protective Services
- Income Maintenance
- Long Term Support / Community Options Program
- Elder and Adult at Risk Abuse – Guardianship
- Fiscal and Support Functions

Ability to manage and direct a group of workers. Ability to counsel and mediate. Ability to advise on and interpret application of policies, procedures and standards to specific situations. A thorough knowledge of Wisconsin Statutes as they apply to program areas and an understanding of human behavior and principles and practices of a Social Worker. Must possess excellent written and oral communication skills and the ability to speak in public.

Education and Experience

A Bachelor degree in social work, public administration or other related field. Master's Degree preferred and a minimum of 5 years experience of progressively responsible administrative and supervisory duties within a Social Services or Human Services environment.

Must have a valid driver's license and pass all background checks and drug screen prior to hire.

*This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of persons so classified and are subject to change by the County without notice.