

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 03/15/24

Closing Date: 03/22/24

TITLE: Division Director, Intergenerational Services

SALARY: *Salary commensurate with experience*

Hours: 40 X 35

DEPARTMENT: Human Services

Union: Mgmt X

LOCATION: Northfield

NJCSC Test Required: Yes No X

Grant Funded: Yes No X

This is an unclassified position within the New Jersey Civil Service Commission.

DEFINITION

Under direction of the Department Head of Department of Human Services, administers, directs, coordinates and plans program services for the Division of Intergenerational Services and the management components of that unit defined by the Administrative Code, including but not limited to the programs and services of the Transportation Unit, Office on Aging, Office of the Disabled, Medicaid Financial Eligibility Unit, Case Management and Mental Health Administrator/Youth Services; does related work as required.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree. Bachelors or Masters degree in Social Work preferred.

EXPERIENCE:

Eight (8) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, socially/economically disadvantaged, and so forth), five (5) years of which shall have involved management of a large operation and supervision of employees.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

EXAMPLES OF WORK:

Directs the development and implementation of the social service programs designed to treat the unique needs of the client population served.

Acts as Contract administrator for the funding sources within the Division of Intergenerational Services, by overseeing the preparation of all grants and contracts per operating unit per year, assuring that all resolutions are completed and processed as per standard procedure, and keeping current with any changes or potential changes in the grants and various funding streams.

Reviews and evaluates proposed legislation impacting division programs and services; directs the implementation of the activities needed to comply with the changes which result from new or revised legislation.

Directs the activities for the review, audit, monitoring and evaluation of program performance and services to the client population; oversees the development and implementation of program modifications as required.

Develops the interagency goals and objectives for the provision of client services; assists subordinate staff in the development and implementation of programs designed to meet these goals.

Develops guidelines and regulations for the utilization, allocation and management of staff, capital, and fiscal resources.

Directs the development and evaluation of programs for the training and enhancement of division staff and supervises their administration.

Coordinates all personnel actions for the Division Units.

Directs the preparation of budget requests and interpretations.

Represents the division at meetings, conferences, and other official gatherings.

Administers and interprets applicable federal and state regulations; oversees the activities necessary to ensure that program operations are conducted in accordance with applicable regulations.

Develops liaison and maintains cooperative working relationships with other public and private agencies whose activities or services interact with those provided by the division.

Directs the preparation of proposals for the request or continuation of needed federal grants and funds; ensures that programs are administered in conformance with participation requirements.

As required, directs the operations for the reception, placement and classification of new clients into programs designed to meet their individual needs.

As required, directs the purchase, monitoring and evaluation of all contracted programs and services to ensure that such services are provided in accordance with the terms of the contract.

Directs the development and implementation of the policies and procedures necessary to administer division programs and operations.

Provides administrative and technical consultation to professionals engaged in administering program operations.

As required, oversees the administration of unique medical assistance, home care, and health care programs for a specific client population.

As required, receives and reports information, and cooperates with the appropriate authorities in cases of suspected fraud or abuse for the illegal use or receipt of division funds or services.

Oversees the development of plans to expand existing services, or to develop new services to meet the growing and changing needs of the client population served.

Prepares and directs the preparation of financial and statistical reports, reports, and other evaluations containing findings, conclusions, and recommendations.

Manages the work operations and/or functional programs and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.

KNOWLEDGE AND ABILITIES:

Knowledge of the theory, principles, and practices of modern sociology, psychology, and education relevant to the treatment, training, care, rehabilitation, or education of the specific client population served.

Knowledge of administrative principles, practices, and techniques.

Knowledge of the problems involved in the treatment, training, care, rehabilitation, or education of the specific client population served.

Knowledge of budgeting methods and principles.

Knowledge of the principles and techniques of program development, monitoring, and evaluation.

Knowledge of the principles and techniques of resource allocation.

Knowledge of the problems and needs of the client population served.

Knowledge of the available programs, services, and eligibility requirements for clients, case disposition, and referral.

Ability to read, interpret, and apply information on the pertinent laws, rules, and regulations applicable to the operational program and the specific client population served.

Ability to identify and resolve problems in the administration and coordination of programs.

Ability to direct the design, development, and implementation of the varied training, education, vocation, rehabilitation and other treatment and social service programs designed to meet the unique needs of the client population served.

Ability to establish liaison and maintain cooperative working relationships with other public and private agencies and individuals whose functions and/or services impact upon those of the division.

Ability to direct the activities for the review, audit, and evaluation of program performance and services, and to implement program modifications as required.

Ability to develop appropriate guidelines and regulations for the utilization, allocation, and management of staff and other required resources.

Ability to direct the development of new service, treatment, education, training, or rehabilitative programs and the modification of existing programs to meet the needs of the specific client population served.

Ability to coordinate the direction of interagency activities.

Ability to prepare and direct the preparation of correspondence, financial and statistical reports, program reviews and evaluations.

Ability to direct the establishment and maintenance of essential records and files.

Ability to establish and develop the interagency goals and objectives for the provision of client services.

Ability to direct the development and implementation of the policies and procedures necessary to administer division programs and operations.

Ability to direct the administration of division budgetary and fiscal affairs.

Ability to direct the administration and operations of division specialized programs.

Ability to learn 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. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may be not eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

Alternatively, applications may be mailed to the

Atlantic County Division of Human Resources

1333 Atlantic Avenue, Atlantic City, NJ 08401

- *We are an Equal Opportunity Employer* -