

The County of Nassau Department of Social Services is seeking a Program Coordinator to oversee our CPS, APS, Children's Services and Preventive programs. The Social Services Program Coordinator will assist in planning, supervising, directing, and evaluating existing Social Services programs and in the development of new programs.

Candidates will:

- plan, coordinates, supervise, direct, and evaluate the work of subordinates engaged in implementing existing Social Services programs.
- assists in integrating and coordinating Departmental Social Services activities and programs.
- recommend changes in programs and their administration and staffing, for the purpose of improving delivery of Social Services.
- maintain liaison with administrators of various public and private Social Services agencies.

### **QUALIFICATIONS:**

#### **Knowledge, Skills, and Abilities:**

- Extensive knowledge of laws rules and regulations related to child abuse and neglect.
- Thorough knowledge of organization and administration of Social Services casework programs.
- Considerable knowledge of the case histories in Social Services casework programs.
- Ability to evaluate and review Social Services programs and to recommend necessary changes and new programs.
- Ability to plan, coordinate, supervise, and evaluate the work of subordinate personnel.
- Ability to express oneself effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with associates, subordinates, and community group staffs.

#### **Education and Experience:**

- Master's degree in social work from a regionally accredited or New York State registered college or university.
- Nine years of satisfactory post-master's social work experience in a social services or probation setting, including five years in an administrative capacity with responsibility for coordinating various client services programs.

For consideration, please send resume and cover letter to:

[DSSHRandPayroll@hhsnassaucountyny.us](mailto:DSSHRandPayroll@hhsnassaucountyny.us)

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR