

**Giles County Administration  
Job Description**

**Job Title:** CSA Coordinator

**Department:** Community Service Programs

**Pay:** Commensurate with Experience

**FLSA:** Non Exempt

**Supervisor:** Community Service Programs Director

**Positions supervised:** None

**General Description:** Facilitate high quality, child centered, family focused, cost effective, community-based services to at-risk youth and their families within a local government structure as organized under the Virginia Children's Services Act (CSA). This individual serves as manager of the system process to create improved outcomes for children and families.

**Responsibilities:**

1. Represents the County of Giles in such a manner that effective service delivery is achieved and a positive impression is left with every client, staff, and the public.
2. Assist the Community Policy and Management Team (CPMT) with the development, implementation and revision of policies and procedures regarding the operation of the CSA program. Such policies include those governing the interagency referral, review and provision of services, quality assurance and accountability, and appeals procedures.
3. Implement, in collaboration with local partner agency staff, the policies, procedures and guidelines adopted by the State Executive Council; responsible for monitoring and providing information to the CPMT on all partner agency policy changes, legislative changes or any local, state or federal policy, guideline or legal changes that affect the operation of the CSA program. Includes monitoring of legislation during the General Assembly session.
4. Assist the Community Policy and Management Team with the development, implementation and revision of policies and procedures regarding the fiscal operation of the CSA program.
5. Responsible for planning, monitoring, and projection of needs of the CSA budget.
6. Responsible for creating relationships and establishing contracts with private providers of services to maximize service quality and effectiveness while minimizing cost.
7. Responsible for meeting all state CSA fiscal requirements including, but not limited to, submitting monthly reimbursement request, supplemental funding requests and accurate accounting of funds.
8. Report to the CPMT on the types of services provided to families and the expenditures associated with those services.
9. Ensure all CSA requirements are met in order for locality to receive state reimbursement for funded services. Such requirements include, but are not limited to, the quarterly submission of the CSA data set and the monitoring of the use of the mandatory uniform assessment instrument.
10. Assist the CPMT in the development of measurable outcomes and a means of collecting and analyzing data regarding those outcomes.
11. Provide training and technical assistance in the provision of efficient and effective services that are responsive to the needs and strengths of at-risk youth.
12. Identify existing gaps in the service delivery system.
13. Provide leadership in working with FAPT and CPMT in identifying and developing strategies and options, including best practices, for increasing local service and treatment alternatives to address gaps and better meet the needs of children and families.
14. Assist the FAPT in the development, implementation and revision of policies and procedures regarding.
15. Prioritize family involvement and engagement in the FAPT process, and ensure that parents and caregivers are included in all aspects of service planning and provision.
16. Provide case managers and FAPT information on vendors, services, treatment options and modalities across the state.
17. Identify the most appropriate funding sources for services and assure all resources have been explored prior to use of CSA funding.
18. Make or ensures that all logistical arrangements, as required by the Code of Virginia are made for meetings of the CPMT and FAPT.
19. Consistently handles all information whether written or verbal in a confidential and professional manner in compliance with all federal, state, and local regulations and standards.
20. Maintains cooperative relationships with staff and clients. Responds to staff and clients questions, researches answers to questions and solves client issues in a pleasant and timely manner.
21. Assists Director and/or management team with department special projects.
22. Participates in all necessary and required trainings.
23. Cooperatively and efficiently performs other related duties as assigned by supervisor.

**Knowledge, Skills and Abilities:**

1. General knowledge of the human services system with specialized knowledge of at least one program area related to the Children's Services Act
2. Knowledge of government structure, operation and regulatory functions.
3. Ability to establish and maintain effective working relationships with individuals in a diversity of roles, such as families, colleagues, agencies vendors, consultants and state and local government officials.
4. Ability to maintain detailed confidential and fiscal information in a secure manner.
5. Ability to collect, organize and report data to develop meaningful measurable outcomes.
6. Ability to plan, organize, facilitate and/or deliver both routine and specialized training.
7. Good verbal and written skills required, with the ability to reach a variety of audiences.
8. Strong computer skills.
9. Skills in operation of office machines including personal computer, fax machines, and copiers preferred.
10. Excellent customer relations skills required.
11. Excellent organizational and time management skills, including the ability to prioritize tasks is required.

**Additional Requirements:**

1. Must possess a valid driver's license (Virginia, unless otherwise approved by agency) and an acceptable driving record must be maintained throughout employment;
2. Acceptable criminal history record and child protective services check upon hire and must be maintained throughout employment;
3. Acceptable drug screen results upon hire and as required by policy for position.

**Education and Experience:**

High school diploma or GED required. Four year degree from an accredited college or university in human services, public administration, business management or related field with at least one year of experience in human services, public administration, business management, education or related field preferred; or two years of college or university with at least three years of experience in human services, public administration, business management, education or related field. Experience with the Children's Services Act (CSA) preferred. Must be willing and able to work cooperatively as a part of a team, take direction from multiple sources, and multi-task. Must have experience using Microsoft Office Products, such as Word, Excel, and Outlook.

***Applications may be obtained at the County Administration Office, 315 North Main Street, Pearisburg, VA 24134 or online at <http://virginiasmtnplayground.com/jobs-and-rfps/> Application deadline is June 23, 2017. For more information or questions, please contact Jenny McCoy at 540-921-2525 or [jmccoy@gilescounty.org](mailto:jmccoy@gilescounty.org). Giles County is an EEO/AA employer.***