

**Social Service Program Specialist**

**BSSC124013-A**

**Statewide**

**\$52,575 - \$87,625**

**General Description:**

The Social Services Program Specialist will report to the Director of the Division of Regulatory Management and will be knowledgeable in all program areas assigned to Regulatory Management. The position will be assigned tasks in licensing, out-of-state reviews, provider agreements, and other program areas. The position will evaluate current and new in-state and out-of-state children's residential providers and will assist with the collection and evaluation of data in the areas of provider outcome measures, IIU and investigation trends, trends in out of home child maltreatment findings. This position will assist with serious incidents that occur at in-state and out-of-state residential treatment facilities as directed. Assess state and federal legislation for impacts on licensing regulations, provider agreements and outcome measures and assure program compliance. Will need to be knowledgeable of Legislative Rules 78CSR2 and 78CSR3.

**Responsibilities may include, but are not limited to:**

- Conduct on-site reviews to inspect and evaluate residential providers.
- Assist with serious incidents that occur at in-state and out-of-state residential treatment facilities.
- Research applicable provider outcomes and performance measures; Research and understand national trends in child maltreatment findings, out-of-home child maltreatment findings and other research as assigned.
- Interpret policy and state and federal legislation and make recommendations for enhancements to provider agreements and contracts.
- Monitor and evaluate provider performance and recommend appropriate action as necessary.
- May assist and/or provide input into the formulation, development, and/or revision of operating policies, procedures, and strategies for the organization, as appropriate.
- Performs miscellaneous job-related duties as assigned.

Applicants must possess a valid WV driver's license, and reliable transportation. Applicants also must have strong communication skills, both oral and written, and maintain detailed records and extensive documentation. Frequent travel may be required. Successful completion of a background check is required for employment.

Position Number(s): 0511P01158

County(ies): Statewide

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**Minimum Qualifications:**

<b>Education:</b>	Bachelor's degree from an accredited college or university.
<b>Experience:</b>	Three (3) years full-time or equivalent part-time experience in an area related to social work, social services, or child welfare.
<b>Internal Applicants Only:</b>	Two (2) years of full-time or equivalent part-time experience in Bureau for Social Services' Field Operations or Field Support positions may substitute for the required education and experience.

**Substitution Information:** Additional education and experience may be substituted based on a year-for-year basis or as determined by the Office of Shared Administration Equivalency Chart.

**Preferred Additional Qualifications:**

Demonstrated experience in child welfare.

**Benefits Include:**

- Paid vacation, holidays, and sick/family sick leave
- Health, dental, vision, retiree health, basic life, and supplemental life insurance
- Employee wellness programs
- Retirement
- Tuition reimbursement

The West Virginia Department Of Human Services is an Equal Opportunity employer. This position announcement is established as of June 27, 2024, and will remain open until July 4, 2024. Submit a paper application or detailed resume and any correspondence concerning this vacancy to: [OHRMOSAClassComp@wv.gov](mailto:OHRMOSAClassComp@wv.gov). Please put BSSC124013-A in the subject line of your email.

**Note:** Due to recent legislation, positions filled for the Department of Health Facilities and Bureau for Social Services beginning January 1, 2024, are no longer covered by the West Virginia Division of Personnel. These positions are now covered under the Office of Shared Administration Comprehensive Human Resources System.