

**Social Services Program Specialist**

**BSSC124014-A**

**Statewide**

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

**General Description:**

The Social Services Program Specialist will develop thorough provider agreements with outcome measures for residential and child placing providers. This position will maintain a qualified and accountable collection of children's residential and child placing providers through monitoring and assessing compliance. The position provides advanced level technical assistance and guidance to providers, licensing and data management regarding provider agreements and outcome measures. Assesses state and federal legislation for impacts on licensing regulations, provider agreements and outcome measures and assures program compliance. Will need to be knowledgeable of Legislative Rules 78CSR2 and 78CSR3.

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

- Evaluate and monitor provider's performance to determine necessity for amendments or extensions of provider agreements, and compliance to contractual obligations.
- Analyzes and makes recommendations on approvals or denials of internal and/or provider requests for deviations from provider agreement specifications.
- Research applicable outcomes and performance measures.
- Serves as a primary liaison with provider representatives to ensure compliance with provider agreement specifications and resolution of problems and issues.
- Continually monitors and evaluates provider performance against contract specifications and recommends appropriate remedial 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): 0511P01295**

**County(ies): Statewide**

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<https://dhhr.wv.gov/vip/Pages/default.aspx>

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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.

**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 BSSC124014-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.