

## SOCIAL SERVICES PROGRAM ADVISOR

### KIND OF WORK

Professional Social Services Advisory work.

### NATURE AND PURPOSE

Under limited supervision, initiates and implements Social Services Programs for target groups. Interprets statutes, rules and policies for Social Services staff. Performs related work as assigned.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Writes and reviews proposed legislation related to social services issues and programs so that a sound, legal, administrative and financial base is provided by: drafting proposed legislation including support documentation; analyzing and writing reports on the impact of proposed legislation; recommending a department position; assembling and providing information to Legislators and their staffs; testifying before legislative committees, and soliciting support from outside groups for legislation support of Social Services issues and programs.

Interprets legislation related to social services programs and issues so that legislative intent is realized in department policy and local agency implementation. This is accomplished by: identifying new legislation which impacts directly on social services; drafting new policies and procedures for social service provision; revising existing policies and procedures; updating Social Services Program manual; coordinating with other department divisions to assure their policies and procedures are consistent and reflective of social service legislation; initiating processes to implement policies.

Leads county and local social services program staff in practical aspects of social services systems to ensure quality program delivery. This is accomplished by: devising and dissemination a case management model; developing training materials; presenting formal training sessions; providing case specific technical assistance to county and local social services program staff; developing and disseminating a model statement of client's rights; meeting with county officials and community groups.

Develops client group-specific programs to ensure that client needs are appropriately addressed by: identifying social services needs; developing outreach strategies; reviewing and rejecting or implementing recommendations of various foundations or agency projects; developing policies relative to specific client groups; coordinating multi-disciplinary staff at department, county and local levels to address social services needs of client populations and provide a case consultation and technical assistance.

Monitors county and local social services agency compliance with Department policy, rules, regulations and laws so that social services program and practices concur with the legal and administrative constraints. This is accomplished by: directing preparation for federal audits; coordinating physical preparations for audit; reviewing audit findings; directing corrective action for deficiencies; conferring with county and local agency staff to ensure compliance with audit recommendations and analyzing statistical reports generated on County Social Services activities and synthesizing them into narrative form.

Develops administrative policy regarding contracts entered into by the Community Social Services Division, county and local Social Services agencies so that contracts meet program needs and are consistent with Department policies. This is accomplished by: devising and producing a model contract and contract preparation guidelines; implementing a contract register; advising division and Social Services agency staff in negotiating a contract; negotiating contracts; writing contract administrative policy guidance; and evaluating contract administration and effectiveness.

Develops fiscal guidelines for state, county and local Social Services programs so that providers are properly reimbursed for services and service continuity is assured. This is accomplished by: setting standards for reimbursement; updating rates of reimbursement; reviewing and approving project budgets and goals; and evaluating project accomplishments.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Legislative and rule-making process sufficient to successfully influence social services programs.

One or more client target groups sufficient to identify their needs and development and implement relevant programs.

Social services practice sufficient to advise county and local program staff; prepare and revise manual and practice guides, and develop and present training.

Federal and State statutes, rules and regulations sufficient to interpret them verbally and in writing to Department, county and local social services agency staff.

On-going and special funding sources sufficient to acquire funding for new and existing programs and special projects.

Human services delivery system at federal, state, county and local levels sufficient to integrate client-specific programs and address overlaps and deficiencies.

Department organization, programs and policies sufficient to coordinate social services among them.

Skill in negotiating sufficient to negotiate contracts and advise others on how to negotiate contracts.

Verbal communication skills sufficient to advise Department, county and local social services agency staff; articulate policy, rule and statute interpretation; present training sessions and testify at legislative hearings.

Ability to:

Write rules, legislation, policies and procedures, narrative reports, bulletins, correspondence, manual and practice guide material.

Develop collaborative relationships with social services staff at federal, state, county and local levels.

Est.: 3/86T.C.:

Rev.:

Former Title(s):