

CHILDREN, YOUTH & FAMILIES SERVICES MANAGER (PURCHASED SERVICES)

DEFINITION

Under general supervision, is responsible for negotiation management and administration of purchase of service contracts for the Children, Youth and Families Division of the Department of Human Services. Responsible for: effecting implementation of the CYF Division's purchase of service contracts including contract negotiation, oversight of compliance and evaluation; identifying the program impacts of proposed and changed federal and state regulations and procedures and participation in the resulting need to develop strategies for implementing needed changes in those procedures and regulations; planning to meet identified needs and strategies for correction of identified problems; assessment of community needs relative to human services delivery systems; establishing and maintaining systems to ensure proper coordination with other divisions and community agencies; and performing related work as required.

EXAMPLES OF DUTIES

Identify program goals and methods for implementation and evaluation; resource person to Division Administrator for special assignments relating to community needs for services and the viability of purchase of service contracting; monitor compliance of purchase of service agreements; evaluate performance of purchase of service providers including recommendations regarding continuing funding; collect data and prepare budget line items.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree in social work or a closely related human services field and at least three years management experience in a social/human services delivery system which demonstrates performance of all of the following job functions: program development including development and maintenance of operational policies and procedures; social/human services needs assessment and programmatic planning to meet those needs; program evaluation; making presentations for policy making committees, boards or other organized groups. Prefer some of such experience include work in the alcohol and other drug abuse services field.

Knowledges and Abilities: Skill in program planning and evaluation; knowledge of budgeting, knowledge of federal and state laws as well as policies and regulations pertaining to human services programs, knowledge of internal administration involving organizing, delegating and coordinating functions; ability to assess written information including facts, evaluation and conclusions; ability to accomplish work objectives through assigned staff; ability to exercise sound judgment and discretion in developing, applying and interpreting program policies and procedures; ability to communicate effectively orally and in writing.