



# Health and Human Services Children's Services Manager

**\$104,587 – \$127,126 plus a competitive benefits package**

Photo: Mick Haupt

## A Leadership Career Opportunity

The Children's Services Manager role is a critical management position, responsible for administering child welfare programs, coaching and developing the social worker team, and fostering a positive, collaborative work environment within the Health and Human Services Department.

This position works closely with the Child Welfare Supervisor, Social Worker staff, Adult's Services Manager, and Deputy Director of Health and Human Services to ensure high-quality social work practices, adherence to state and legal guidelines, community and court partnerships, and the development of internal policies.

## About Mono County

Mono County is a rural region with a dynamic community of 13,000 residents located in the eastern side of California's Sierra Nevada range. Development is increasing in the area due to the consistent growth of the town of Mammoth Lakes. Known as "California's Great Beyond" this natural playground offers a complete range of amenities and activities making it an ideal place to live and work. Enjoy fine shops, restaurants, and cafes. Snowboard, ski, or bike down mountain trails, fish for trout, explore the backcountry, play a round of golf, relax in soothing hot springs, or paddle a kayak along the shores of Mono Lake.

The town of Mammoth Lakes is the most populated region of Mono County, hosting Mammoth Mountain Ski Area and various resort-community amenities. On the quieter side, June Lake, Lee Vining, Bridgeport, Walker, Coleville, Chalfant, and Benton offer a more rural atmosphere, unlimited outdoor adventures, and small-town charm.







Photo: Dakota Snider

## The Ideal Candidate

The ideal candidate will have a strong foundation in social work, specifically Child Welfare Services, be knowledgeable in Safety Organized Practices, and familiar with Dependency court proceedings. The ideal candidate is passionate about making a meaningful impact in the lives of children and families in Mono County.

### Key Responsibilities and Abilities

- Provides management and supervision of children's services including Child Protective Services, Resource Family Approval, and administrative functions within the Health and Human Services Department.
- Serves as subject matter expert in the delivery of children's services programs with a high level of initiative, independent judgment, and discretion, as well as strong and effective management and leadership skills.
- Engages in outreach and prevention activities in the community in collaboration with schools, public service partners, tribes, and other community groups and commissions.
- Keeps current with best practices and emerging issues, policies and regulations in children's services and provides professional social work consultation to staff.
- Selects, trains, evaluates and disciplines staff.
- Develops policies and procedures for the administration of departmental programs. Interprets Federal and State laws affecting the total assigned program.
- Oversees continuous quality improvement by analyzing local data, preparing detailed written reports for the State and local Board of Supervisors, engaging in case reviews, and monitoring system improvement plans progress.
- Represents the Department at community organizations, public gatherings and meetings.
- Actively participates as a member of the Department executive team and participates in strategic planning, policy development, and legislative analysis.
- Provides Deputy Director and fiscal staff with input to the preparation of annual Division budgets; justifies fund requests and staff allocations; ensures that budget is administered within Division approved expenditure and revenue levels, as requested by the Deputy Director.
- Establishes and maintains liaison with representatives of State, Federal, and local agencies, and associations and commissions and confers with State and Federal agencies regarding policy and operational matters.
- May serve as Deputy Public Guardian/Administrator for the conservatorship of individuals needing protective intervention and in the administration of the estate of county residents who die intestate, keeping current with related program practice methodology and issues.
- Ensures that professional skills and social work concepts are practiced by staff.
- Performs other duties as assigned.





## Education and Experience

Any combination of training and experience, which would provide the required abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be:

**Experience:** Four (4) years of full-time progressively responsible professional experience working in a public Children's Services (Child Welfare) Program including one (1) year in a management or supervisory capacity.

**Training:** A master's degree in social work or a related field from an accredited college or university is highly desirable.

**Licenses and Certifications:** Possession of, or ability to obtain, a California driver's license.

## To Apply

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process.

Candidates should be aware that references will not be contacted until mutual interest has been established.

This recruitment is considered open until filled, with the first filing deadline of **March 4, 2024**. The first round of screening interviews is anticipated to take place in mid-March.

### Apply Online:

[www.governmentjobs.com/careers/monocountyca](http://www.governmentjobs.com/careers/monocountyca)

Mono County is an equal opportunity employer.

## Compensation

The salary range for this position is **\$104,587 to \$127,126**. Placement in the range will be based on qualifications and experience.

**In addition to limited assistance on moving and relocation, Mono County provides an excellent benefit package for this position that includes the following:**

- **CalPERS Retirement:** 2.5%@55 for current members of CalPERS; new members in CalPERS will be enrolled at 2%@62. The employee pays their 7% CalPERS contribution. Mono County does not participate in Social Security except for the mandatory Medicare deduction.
- **457 and 401(a) Plan:** A 3% contribution by employee to the County's 457 deferred compensation plan is matched by the County and contributed to a 401(a) Plan (graduated 6-year vesting period).
- **Health Insurance:** Eligibility is the first day of the month following the date of hire. County pays for the majority of the premium.
- **Dental/Vision:** Fully paid plans for both the employee and family.
- **Vacation:** 15 days per year, increasing after 10 years of service.
- **Administrative Leave:** 10 days per calendar year (80 hours).
- **Holidays:** 14 holidays per year plus 2 personal holidays.
- **Sick Leave:** 12 days per year.
- **Life Insurance:** \$50,000 policy paid by the County.
- **Wellness Program:** The County pays a portion for membership at specified local health clubs.