

KIPDA POSITION DESCRIPTION

Class Title: Deputy Director of Social Services

Division: Social Services

Supervisor: Director of Social Services

Supervises: Assigned Personnel

Class Characteristics: Under direction of the Director of Social Services, will plan, organize, coordinate, and evaluate assigned programs of the Division, including state and federally mandated programs; responsible for managing assigned program funding, budgeting, contracting, and program planning and monitoring. Assigned specific social services programs including primary supervision and oversight; will serve as back-up to the Director of Social Services for all other programs as needed.

General Duties and Responsibilities:

Essential:

1. As assigned by the Division Director, plans, organizes, directs, and evaluates specific activities, programs, budgets, contracts, and personnel in the Division of Social Services.
2. Will provide direct oversight to specialized grants outside of traditional funding, as well as the MIPPA/SHIP, KYNECT, Long Term Care Ombudsman/Elder Abuse, and Homecare Program.
3. Prepares budgetary and work assignments for assigned program areas; negotiates joint agreements and carries out planning processes between participating agencies and jurisdictions.
4. Plans, assigns, and reviews the work of assigned staff engaged in program development, monitoring, contract development, and implementation of the AAA Plan; assists assigned staff in efficiently completing work assignments.
5. Coordinates Division's activities with efforts of other KIPDA Divisions, and public and social service agencies.
6. Plans, assigns, and directs assigned staff in the completion of all Federal, OAA and State reports on a monthly, quarterly, and annual basis, as needed.
7. Serves as back-up to the Director of Social Services for all tasks and assignments, including but not limited to, communication with Kentucky's Office of Aging Services, and other federal, state, and local service agencies; attending and representing KIPDA at federal, state, and local meetings and associations.
8. Responsible for technical assistance and guidance to assigned agency contractors and other components of the delivery system.
9. Supports the management, planning, development, implementation, and evaluation of KIPDA's Social Services' contracts.
10. Provides training and skills building to Division of Social Services' staff and providers, as needed.
11. Responsible for managing and directing grant funded programs in the Division; seeks additional grant opportunities and coordinates with appropriate staff to apply.

12. Manages staff in the planning and implementation of federal and state grants.
13. Presents Division reports and informational presentations to KIPDA's Board of Directors, KIPDA's Aging Advisory Council, state departments, and other community agencies and officials, as needed.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's degree in social work, health or human services field, gerontology or closely related field supplemented by at least 3 years' related experience, including supervision, budgeting, program planning, and public speaking. Master's degree preferred. Experience in grant writing is a plus.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of the theory, concepts and administrative requirements of social services planning and delivery systems.
2. Extensive knowledge of federal and state laws and administrative regulations applicable to a broad range of social services delivery including systems for monitoring and compliance.
3. Extensive knowledge of budget preparation and compliance.

Skills:

1. Skill in managing diverse staff abilities.
2. Skill in problem solving, reasoning and organization.
3. Skill in strong interpersonal skills.
4. Oral and written communication skills.
5. Grant writing skills.
6. Skill in use of computers and other office equipment.

Abilities:

1. Ability to supervise subordinate personnel while assisting with required duties.
2. Ability to communicate well with individuals.
3. Ability to make decisions.
4. Ability to maintain composure under stressful situations.
5. Ability to prioritize work, meets deadlines, schedule and keep appointments.
6. Ability to be flexible in an ever-changing environment.
7. Ability to prepare and maintain accurate records.
8. Ability to work independently.
9. Ability to establish and maintain effective working relationships with co-workers, state and local officials and administrative personnel, clients, and the general public.

ADDITIONAL REQUIREMENTS:

Instructions: Very general; must use own judgment most of the time by utilizing available aspects of work processes as defined by policy and procedures.

Processes: Must frequently refine existing work methods and development of new techniques, concepts, or programs within established limits or policies.

Review of Work: Supervisor reviews work as needed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where applications of advanced or technical concepts are often required.

Tools, Equipment and Vehicles Used: Normal office equipment (computers, copier, telephone, fax machine, etc.).

Physical Requirements of the Job: Work is typically performed while sitting at desk or table in a climate-controlled environment with intermittent standing and walking; operating a vehicle is a requirement of the job.

Contacts: Frequent public, private and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to attend evening meetings.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Exempt.