

Job Title: Services Supervisor (Part C)

Application submission period: 1/20/20-2/2/2020

Job Type: Full-Time (40 hours/week) Shift: Monday-Friday

Department: Mental Health Support Services

Minimum Qualifications

Minimum of Bachelor's degree in Human services field. Master's degree preferred. Considerable experience providing community-based services with young children including at least 2 year of supervisory experience or an equivalent combination of training and experience. Must also have certifications as an Early Intervention Professional and/or Case Manager by the Infant & Toddler Connection of Virginia, Department of Behavioral Health and Developmental Services, and any licensure within the applicable specialty area. Extensive knowledge of federal and state regulations pertaining to Part C of the Individuals with Disabilities Education Act (IDEA) and local policies and procedures. Thorough knowledge of community resources and human services network.

Highly developed communication and collaboration skills and the ability to build and strengthen outside partnerships. Ability to plan, organize and direct a comprehensive program of mental health services; to interpret and apply county, state and federal regulations, policies and guidelines related to Early Intervention Services; to analyze and interpret program data; to communicate effectively orally and in writing; to develop and maintain effective working relationships with internal and external customers; to supervise staff.

Good driving record required. Must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Pre-employment drug testing, FBI criminal background check and education/degree verification required. Duties:

The Mental Health Support Services Department is the local lead agency that administers the Part C program through State and Federal Funds. This position serves as the Services Supervisor for the Part C system of services. The program goal is to provide early intervention services and supports to infants, birth to age three with developmental delays and disabilities. As the Services Supervisor of the Infant and Toddler Connection, the supervisor must provide strong leadership to coordinate Part C services delivered through both internal and external systems of providers. The supervisor has on site responsibility for the Chesterfield Infant Program staff in day to day supervision of the delivery of services. The supervisor is responsible for overseeing implementation of procedures and policies related to early intervention and children's services and recommending changes to existing policies and procedures. Monitoring and analyzing quality program outcomes including compliance with Part C state reporting requirements. Serves as member of agency leadership team; works closely with other agency divisions to ensure a coordinated system of care.

How to Apply?

Applications will be available during application submission period (1/20/20-2/2/20) under *Careers* section at <http://www.chesterfield.gov/> Please search for Services Supervisor (Part C).

Questions:

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