



## Brunswick County Social Services Director

<b>SALARY</b>	\$101,923.00 - \$137,597.00 Annually	<b>LOCATION</b>	Bolivia, NC
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	01182
<b>DEPARTMENT</b>	DSS Administration	<b>OPENING DATE</b>	03/13/2024
<b>CLOSING DATE</b>	3/13/2024 11:59 PM Eastern		

### About Us

Brunswick County is a vibrant coastal community located in southeastern North Carolina with approximately 47 miles of idyllic beaches and an abundance of quaint countryside. While consistently ranked one of the fastest-growing counties in North Carolina, Brunswick County is steeped in history and hospitality, and both residents and visitors enjoy a laidback atmosphere, close-knit community, and plenty of coastal charm.

### Careers

At Brunswick County we are committed to preserving our resources and enhancing the lives of our community through exceptional service. Join our team of talented staff and embark on a career where you will make a difference in the lives of those we serve. Our employees are our biggest asset, and we offer competitive wages, a comprehensive benefits package, and opportunities for advancement.

### About this Opportunity

The **Social Services Director** performs a range of general administrative functions to ensure compliance with and adherence to all relevant federal and state laws, regulations, and statutes. This position supervises a staff of 180+ employees and is responsible for administering a total budget of \$25M. The Social Services Director is responsible for budget planning, preparation, and reconciliation; assessment and interpretation of program needs, recruitment, employment, and retention of personnel and personnel management; development and implementation of local agency programs, policies, and procedures; projection of future needs; and evaluates the agency's overall efficiency and effectiveness. The position represents the agency in community planning, working with the media, and performing other related duties as required to fulfill the duties of the Director of Social Services. Social Services Programs include Medicaid, Food and Nutrition Services, Work First, Childcare Assistance, Energy Programs, Child Support, Child Welfare, and Adult Services.

Job responsibilities include:

- Performs all duties and functions of the Social Services Director as outlined in NC General Statute 108A.
- Ensures the department complies with Federal, State, and County requirements and meets all performance expectations.
- Develop departmental goals and objectives.
- Receives and reviews Federal and State laws and policies, monthly financial reports, and reports and documents such as evaluations, budget amends, expenditures, and receipts.

- Emergency Shelter oversight and staffing.

#### Knowledge, Skills, and Abilities:

- Knowledge of the legal and philosophical basis of public welfare programs.
- Knowledge of principles and practices of social work.
- Knowledge of management principles, techniques, and practices.
- Knowledge of applicable federal and state laws, rules, and mandates.
- Ability to exercise sound judgment in analyzing situations and making decisions.
- Ability to direct employees and social service programs.
- Communication skills (oral and written)
- Organizational skills
- Critical thinking skills

Brunswick County is a consolidated county. The Department of Social Services along with the Health Department, Veterans Services, Public Housing, and Emergency Management are divisions of Brunswick County Health and Human Services.

### Education and Experience

Master's Degree in Social Work or Human Services from an accredited school or university and 7 to 10 years of progressively responsible experience in the delivery of human services, at least 3 years of which must have been in a public Social Services agency; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**\*\*PLEASE SUBMIT COPY OF COLLEGE TRANSCRIPTS WITH APPLICATION\*\***

### Physical Requirements

Must be physically able to operate a variety of office equipment. Must be able to exert a negligible amount of force constantly to move objects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Additional Information

Brunswick County provides equal opportunity in employment for all qualified persons regardless of race, color, religion, age, sex, national origin, disability status, sexual orientation, gender identity or expression, or any other characteristic protected by the law.

Brunswick County is required by law to verify the identity and employment eligibility of all persons hired. Brunswick County participates in E-Verify to determine employment eligibility to work in the United States.

*All positions with Brunswick County require a valid Driver's License and candidate must be current on Brunswick County taxes. A background check and drug screening will be conducted with a contingent offer of any position.*

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#### Agency

Brunswick County

#### Address

30 Government Center Dr.

Bolivia, North Carolina, 28422

#### Phone

910-253-2013

#### Website

<https://www.governmentjobs.com/careers/brunswicknc>

