

CLASS TITLE: REGIONAL DIRECTOR (DCYF)

Class Code: 02821700
Pay Grade: 41A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, developing, coordinating, directing and administering regionalized operations of the Department in conjunction with available staff, private and public resources; and to do related work as required.

SUPERVISION RECEIVED: Works under general administrative direction of the (Executive) Associate or (Deputy) Executive Director of DCYF, with wide latitude for the exercise of independent judgment and initiative; work is reviewed through conferences and reports for conformance to departmental policies and agency standards.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the work efforts of professional, administrative, clinical and clerical staff involved in departmental efforts to provide regionalized services to client population.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, policy, training, budgeting, fiscal management and overall day-to-day administration of an integrated child welfare, children's mental health and juvenile justice program for a region of the state.

To coordinate with other regional managers on matters of public policy and inter-regional organization and ensure regional compliance with departmental policy and procedures.

To develop more effective partnerships with families and community agencies and institutions to ensure child safety and well being.

To provide representation to the CASSP Local Coordinating Councils (LCC's) for the provision of services to severely disturbed children and to coordinate children's (mental) behavioral health programming in the region.

To facilitate cooperation and coordination with the cities and towns comprising the region.

To work with internal and external partners to increase the cultural competency of agency services.

To make decisions concerning complex child welfare cases.

To facilitate the integration of juvenile probation programming in the region.

To provide the Office of Program Development with data and needs assessments regarding the nature of future programming in the Region.

To plan and manage the regional budget and make efficient use of monies available; to suggest and/or effectuate changes as needed to most appropriately service the region's client population with the resources available.

To ensure that the orientation and training needs of staff are met and specialists are available to staff as needed for assessments and case planning.

To determine staffing needs of the region and make or suggest changes to address the changing needs of the client population.

To work with community leaders, private agencies and local groups in the region and to ensure that the regional office is sensitive to, and aware of, the special nature and needs of the community.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of sound social caseworker principles, practices and techniques; and the ability to apply such knowledge in planning, developing, directing and coordinating a regionalized approach to children's and family social services; a thorough knowledge of child welfare policy, law, and best practices; a thorough knowledge of the basic principles and practices of supervision, administration and community organization; a working knowledge of budget development and the ability to manage an assigned budget; the ability for problem-solving and decision-making capabilities; the ability to express ideas clearly and concisely through written and oral report to co-workers and the public; the ability to establish and maintain effective working relationships with supervisors and associates, community and public agencies within the region and state; the ability to participate in collective bargaining and contract negotiations with state labor unions; the ability to develop contracts between the department and private agencies to ensure the availability of required client services when appropriate; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in social work, or other related field, from an accredited institution of higher education; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and supervisory position in a private or public social agency engaged in providing social services to families and children.

Class Revised: December 29, 2002

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