

Director, Division of Social Services

Under the direction of the Director of the Department of Human Services, Union County Social Services Agency is seeking a Director for the Division of Social Services. The Director will be a highly experienced professional, progressive leader who will foster a culture of collaboration. This is a key aspect of the role, as the Director will be responsible for developing and administering all benefits programs in accordance with the rules, laws, and regulations of both the Federal Government and the State of NJ to the citizens of Union County. The ideal candidate will be a detailed, engaged, inclusive, and enthusiastic individual who possesses and employs big-picture skills and perspectives in making programmatic and operational decisions within the division's strategic and regulatory framework.

The Director will have the following qualities and attributes:

- A strong, confident leader who ascertains immediate authority and credibility, understanding their significant role in the organization's success.
- Have the ability to focus on staff engagement and provide guidance, recognizing the crucial role of every team member in the Division's success.
- Have a proven track record of innovation and results-oriented leadership
- Possess a track record of developing productive working relationships with a range of individuals and organizations, reaching consensus, encouraging collaboration, and fostering an environment of mutual respect and trust
- The capacity to take ownership of one's decisions and actions and be accountable for actions taken
- A leader with core values centered on outcomes, both measurable and meaningful, is a necessity for this role

Examples of Duties and Essential Job Functions

- Director has administrative oversight of operations and delivery of county social services-related programs, including Adult Medicaid, General Assistance, Temporary Assistance to Needy Families, Child Support, Services, Workfirst New Jersey (WFNJ), and Supplemental Assistance Nutrition Program (SNAP) in addition to other county welfare programs not listed
- Establishes short-, medium, and long-range goals aligned with the Department of Human Services Needs assessment, all interconnected with Federal, State, and local laws, policies, objectives, organizational structure, and overall direction for the Division.
- Ensures division programs are carried out in accordance with County and State policies and procedures; ensures consistent interpretation and implementation of law, codes, regulations, policies, and procedures.
- Plans, allocates, and monitors time, people, equipment, and other resources for the organization's efficient organization and completion of work; selects, supervises, trains, and evaluates staff
- Manage fiscal operations, including budget development and monitoring expenditures and revenues
- Develops, communicates, and monitors policies, procedures, and standards for the division; implements improvements when necessary
- Performs other related duties as assigned

Education and Experience

A Bachelor's degree or higher from an accredited college or university with a major in social work, human services, psychology, sociology, business administration, public administration, or a closely related field AND A minimum of six (6) years of progressively responsible executive experience in a large-scale public service organization with a significant client base, including directing line operations and strategic planning and providing procedural guidance, and leading and managing employees; Possession of a master's degree in public or business administration, social services, human services, psychology, sociology, or a closely related field is preferred.

The County of Union offers excellent benefits and provides enrollment in the NJ Pension System. Salary is commensurate with experience and qualifications. Interested candidates should send resumes to hsresumes@ucnj.org