



Women and Children Services Division

POSITION OPENINGS

The Saint Louis County Department of Human Services is pleased to announce that we have several openings. We are currently recruiting for the Director of the recently established Women and Children Services Division which will operate the County's shelter for abused women and their children, as well as other programs and services for women and children in Saint Louis County. The shelter programs offer a comprehensive range of services including professional counseling, advocacy, intervention and support to meet the needs of victims of domestic violence and their children. The Director position for the Women & Children Services Division is posted on-line at the St. Louis County website (www.stlouisco.com) until 10/22/07; this site includes a full job description. We anticipate that the remaining positions will be posted by 11/1/07. If you qualify for any of the positions, you may apply on-line. If you have questions, please call Pamela Yates (Personnel Manager) at (314) 615-4445. The following lists a brief synopsis of the positions:

Director, Women & Children Services

Position Summary: Responsible for the total operation of the 50 bed Kathy J. Weinman Shelter for battered women who are victims of domestic violence, and their children; responsible for developing new self-help programs and services for women and children in St. Louis County. Responsible for planning, budgeting, administration and overall management of all the programs and services provided through the Women & Children Services (WCS) Division. Responsible for ascertaining grant funding to develop new and/or enhance existing programs. Assure that all grants are in compliance and all reports are submitted in a timely manner. Function as staff coordinator to an advisory board of directors and to the Friends of Weinman Fundraising Board. Represent the Division in public forums, as required. Perform other duties as assigned. Report directly to the DHS Department Director.

Qualifications: MSW & LCSW (or equivalents); three (3) to five (5) years experience in a top administrative position preferably managing a women's DV shelter for abused women or other women focused nonprofit agency. Expertise in the areas of domestic violence and child abuse and neglect. Experience in agency budgeting, program development, implementation, fundraising, public advocacy, grant writing, and strategic planning. Comfortable with public speaking.

Salary Range: Minimum: \$56,478.24 Maximum: \$90,365.60

Beginning Date: November 19, 2007

Working Title: Program Coordinator

Civil Service Title: Manager, Social Services Programs

Position Summary: Under the direction of the WCS Division Director, responsible for the quality and evaluation of support services provided to clients; provide a variety of direct support services, such as providing individual and group counseling, in accordance with the shelter's policies and procedures and at the direction of the Division Director. Assist the Division Director in the planning and implementation of the shelter's policies and procedures and in the overall operation of the shelter site to achieve optimum results in relation to the resources. In the absence of the Division Director, may be assigned to perform as acting Shelter Director. Assist in grant writing to help develop new programs and enhance existing programs. Will perform other duties as assigned.

Qualifications: Master's degree and clinical license in social services field, MSW/LCSW preferred. Four years supervisory or managerial experience in social service or related field. Knowledgeable about the battered woman syndrome and violence against women and children and the community's response to violence against women as well as community resources; ability to work effectively with volunteer boards and community organizations; extensive supervisory experience; ability to organize, plan and implement activities/programs appropriate to further shelter goals. Comfortable with speaking to the public.

Salary Range: Minimum: \$40,930.24 Maximum: \$65,488.80

Beginning Date: December 3, 2007



Women and Children Services Division

Working Title: Fiscal & Facility Manager

Civil Service Title: Accountant III

Position Summary: Responsible for the overall management of the shelter's fiscal office, building maintenance, supply requisitions and administrative support. Maintains accounting records and invoices. Monitors all shelter and division expenses and revenues. Assist in preparing and maintaining the division budget. Monitor and maintain all petty cash expenditures. Obtains purchasing bids when necessary. Supervises the kitchen staff and responsible for the maintenance of the institutional kitchen facility including kitchen supplies and food orders. Will perform other duties as assigned.

Qualifications: Bachelor's degree in Accounting, Finance or related field. Minimum of 2 years experience in staff supervision, general office procedures, accounting and purchasing. Solid computer skills including MS Excel and general office equipment. Must have knowledge of budget planning and monitoring.

Salary Range: Minimum: \$36,545.60 Maximum: \$58,472.96/hour

Beginning Date: December 17, 2007

Working Title: Senior Case Manager/Advocacy Coordinator

Civil Service Title: Supervisor, Social Services Program

Position Summary: Responsible for the quality and quantity of all services provided by all Case Managers, such as, general support, shelter, food, employment, clothing and safety for clients in the program for abused women and their children. Provide direct services in accordance with shelter policies and procedures; provide crisis intervention support by phone and in person; provide advocacy services for clients; prepare and compile written reports; develop and facilitates support group and individual counseling sessions for clients; provide consistent and accurate referral services; recommends and provides input on new programs; supervise case managers, volunteers and student interns; conduct staff meetings with direct reports. Assist in grant writing. Perform other duties as assigned.

Qualifications: Master's degree in Social Services field (MSW preferred). Minimum of 2 years experience supervising case managers. Individual and group counseling experience is necessary and knowledge of women's issues and the dynamics of family violence are required. Expertise in the areas of domestic violence and child abuse/neglect. Must have strong initiative, high level of energy and effective interpersonal and mediation skills. Excellent communication skills (written and verbal).

Salary Range: Minimum: \$36,545.60 Maximum: \$58,475.96

Beginning Date: December 17, 2007

Case Manager

Position Summary: Responsible for general support services such as shelter, food, employment, clothing and safety to clients in a care program for abused women and their children. Provide crisis intervention support by phone; provide advocacy services for clients; participate in staff meetings; provide positive parenting information to clients; maintain and collect accurate client information. Provide intake service and other duties as assigned.

Qualifications: Bachelor's degree in Social Work (BSW), Human Services or related field. Knowledge of women's issues and the dynamics of family violence are helpful. A minimum of 2 years relevant experience are required. Good verbal and written communication and computer skills are necessary. Knowledge of and sensitivity to domestic violence, child abuse and neglect. Assist in grant writing. Will perform other duties as assigned.

Salary Range: Minimum: \$32,631.04 Maximum: \$52,208.00

Beginning Date: December 26, 2007