

# County of Berks

## POSITION DESCRIPTION FORM

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**Position Title:** Manager of In-Home Services

**Department:** Children and Youth      **Reports To:** (Title) Administrator

**Wage Category:**  **Exempt**       **Non-Exempt**

**EEO-1**      **Union**  
**Category:** Officials & Administrators      **Classification:** N/A

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### POSITION SUMMARY:

The Manager of In-Home Services is an advanced administrative position which provides direction and oversight of seven (7) In-Home Protective Services Units of Berks County Children & Youth Services. The incumbent provides leadership and technical assistance to each supervisor under his/her responsibility, resolves conflicts, and renders decisions on case issues as required. The manager provides direct supervision to unit personnel in the absence of a unit supervisor.

### POSITION RESPONSIBILITIES:

#### ***Essential Functions***

1. Performs public relations activities, such as public speaking, training (including intra-agency) and representing the agency at various community meetings, as assigned.
2. Coordinates the preparation of the Annual Plan and Budget and Plan with the Juvenile Probation Office and Court Administration; prepares and edits the narrative section; coordinates completion of the fiscal forms with the Fiscal Officer III. Participates in special grant proposal applications as assigned by the Administrator.
3. Works cooperatively with administrative/management staff to provide and gather statistical information, generate reports, and implement policies and procedures and agency automation plans.
4. Maintains oversight of Purchased In-Home Services Contracts. Annually manages contract renewals, negotiates services to be provided and their respective fees, modifies existing contracts, and makes necessary revisions to the basic In-Home Service Provider Agreement.
5. Coordinates and/or directly participates in the development and implementation of service delivery programs.
6. Utilizes EXCEL to track In-Home Dept. statistics including, but not limited to, caseloads of each staff by unit, length of service, case closures, overall workflow, In-Home Case Reviews, aftercares, dependent children, and Family Group Decision Making conferences.

7. Participates in interviews of new employees.
8. Participates in Administrative Petition Reviews.
9. Participates in CASSP meetings when necessary.
10. Provides administrative oversight for In-Home case reviews and assures that reviews are routinely scheduled and conducted within six (6) months of acceptance for service.
11. Acts as back-up liaison for the Administrative Officer II between agency and competency-based training program.
12. Develops policies and procedures for the agency and/or for In-Home Services Unit as necessary or as assigned by the Administrator.
13. Participates in Staff Recruitment and Retention committee meetings.
14. Participates in CYS Advisory Meetings.
15. Has administrative oversight of thirty-two (32) In-Home Caseworkers and seven (7) Case aides.
16. Reviews and approves monthly case aide expense reports. Reviews case aide performance evaluations and resolved case aide job performance concerns.
17. Serves as agency member to the Integrated Children's Services Plan (ICSP) team and assists with preparation of the annual ICSP submission to the State.

***Non-Essential Functions***

None.

**MINIMUM EDUCATION AND EXPERIENCE:**

1. Master's degree in Social Work, Social Welfare, Public Administration, or closely related field.
2. Five (5) years of progressively responsible experience in the field of social services or child welfare, with administrative or supervisory experience in a children and youth social services program agency.
3. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
4. Valid Pennsylvania driver's license.
5. State police and ChildLine clearance.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of state, federal, and county standards, regulations and policies governing the children and youth social services program.
2. Knowledge of the principles of program interpretation and implementation.
3. Knowledge of the principles and practices of administration, supervision and community organization.
4. Knowledge of current social, economic, and health problems and resources available to meet problems effecting children and youth.
5. Knowledge of individual and group behavior with special emphasis on children and youth needs and behavior patterns.
6. Knowledge of the policies and operations of Juvenile Courts and probation and parole agencies.
7. Knowledge of the basic principles of grant writing and budgeting.

8. Knowledge of current case management and social work principles, practices and methodology.
9. Ability to exercise judgment in interpreting and implementing state, federal, county and departmental program policies and procedures, including Child Protective Services Law, Juvenile Act.
10. Ability to plan, organize, and direct a large children and youth agency unit and evaluate staff and program effectiveness.
11. Ability to analyze, interpret and evaluate case records or case presentations to recommend sound courses of action
12. Ability to prepare comprehensive reports and to communicate effectively, both orally and in writing.
13. Ability to establish and maintain effective working relationships.
14. Ability to communicate effectively both orally and in writing.

**PHYSICAL DEMANDS:**

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds a distance of fifteen (15) feet or less.

**WORKING ENVIRONMENT:**

Normal Office Environment.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*