

State of Washington
Dept. of Social and Health Services
invites applications for the position of:
DSHS Area Administrator, Seattle WA



SALARY: \$68,721.00 - \$88,810.00 Annually

OPENING DATE: 05/27/16

CLOSING DATE: 06/27/16 11:59 PM

DESCRIPTION:

Children's Administration is currently recruiting for a motivated and culturally competent **Area Administrator** with the Division of Children and Family Services field office located in West Seattle for the **OICW/ White Center office**.

DUTIES:

Children's Administration Region 2 serves 6 counties in Western Washington. Included are 10 federally recognized tribes and two recognized American Indian organizations. Within the region, 15 field offices conduct approximately 1,000 new child abuse and neglect investigations per month and serve approximately 2,600 children in out of home placements at any given month.

This position is the Area Administrator for the King County field office located in Kent which conducts approximately 176 new child abuse investigations per month and serves approximately 250 children in out of home placements each month. This position reports directly to the Deputy Regional Administrator and is a member of the Region 2 leadership team. Position provides primary and secondary supervision for approximately 40 FTEs.

The Area Administrator reports directly to the Children's Administration Deputy Regional Administrator and is responsible for the management and administration of the Children's Administration - Division of Children and Family Services programs and delivery of services in King County. Ensures effective implementation of child protection and child welfare programs under law and policy including the development of professional social service staff who identify and maintain consistency with the DSHS vision, mission and goals as well as Children's Administration initiatives and action plans.

QUALIFICATIONS:

A Master's degree in social work, a health or social science, public administration or a related field and five years of professional experience in planning, administering, developing or delivery of public child welfare, social, health or chemical dependency treatment programs.

OR

A Bachelor's degree in social work, a health or social science, public administration, or a related field and seven years of professional experience in planning, administering, developing or delivery of social and/or child welfare services programs.

AND

Two years of paid social service experience must include assessing risk and safety to children

and providing direct family-centered practice services for strengthening and preserving family units.

AND

Two years of this experience must include the supervision of professional staff in social service delivery.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Abilities:

- Utilize cultural competency to understand, communicate with and effectively interact with clients, subordinate staff and other individuals across cultures, focusing on understanding and respecting the strengths of the clients including their heritage, cultural beliefs and values, communication and learning styles.
- Build and maintain collaborative working relationships with law enforcement, courts, providers/vendors, community stakeholders and with internal/external statewide professionals.
- Evaluate, compile and organize data into reports and policies.
- Direct and evaluate the work of others.
- Understand, conceptualize, structure and administer quality assurance programs.
- Apply principle of child protection to a variety of complex family situations in order to lead staff in making decisions that keep children safe.
- Assess and understand program and social/behavioral complexities and be able to create safe permanent plans that meet the caseload reduction goals and program outcomes for child safety.
- Represent the agency with external stakeholders such as the media, community groups, providers, etc.
- Leadership skills in public speaking, mediation, negotiation and planning.

Knowledge/Skills:

- Advanced supervisory and managerial skills.
- Working understanding of state and federal law and agency policies and regulations concerning public child protective services, risk assessment, safety planning and permanency and well-being services as delivered in a public child welfare setting.
- Budget analysis, allotments and fiscal accountability applications.
- Assessing and understanding complex case work options.

Use of business applications and Child Welfare information computer system

SUPPLEMENTAL INFORMATION:

Application Process:

Applications are accepted online at www.careers.wa.gov **Consideration will be given to complete applications with attached resume and Letter of Interest.** Your Letter of Interest will concisely describe how you have "What we're looking for" outlined above. Questions? Contact: [Tracie Kidd](#)

Some jobs may require full criminal background check. This announcement may be used to fill multiple vacancies. Employees driving on state business must have a valid driver's license.

Employees driving a privately owned vehicle on state business must have liability insurance on the privately owned vehicle.

Washington State Department of Social & Health Services is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, gender, gender identity/expression, marital status, race, creed, color, national origin, religion or beliefs, political affiliation, military status, honorably discharged veteran, Vietnam Era, recently separated or other protected veteran status, the presence of any sensory, mental, physical disability or the use of a trained dog guide or service animal by a person with a disability, equal pay or genetic information. Persons requiring accommodation in the application process or this job announcement in an alternative format may contact the Recruiter at (360) 628-7870. Applicants who are deaf or hard of hearing may call through Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.