



SAN JOAQUIN COUNTY

IS RECRUITING FOR:

ASSISTANT DIRECTOR - MARY GRAHAM CHILDREN'S SHELTER

THE DIVISION

Mary Graham Children's Shelter is a division of the San Joaquin County Human Services Agency and is the county's 24-hour residential facility for the emergency care of up to 60 children. The Shelter provides comfort and care for children who have been severely abused, abandoned and neglected. Children range in age from newborn to 18 years of age.

www.sjchsa.org



APPLICATION & SELECTION

**Final Filing Date:
October 14, 2016**

Please submit your application and supplemental application to:

San Joaquin County
Human Resources
Attn: Evelyn Oliveira
44 N. San Joaquin Street, Suite 330
Stockton, California 95202

Tel: 209.468.8579

OR

apply online at www.sjgov.org/hr

THE POSITION

This middle management position reports to the Director of Mary Graham Children's Shelter and is responsible to assist in the management of the daily operations of the Mary Graham Children's Shelter (MGCS). Of 54 total allocated positions to MGCS, 11 Shelter Supervisors and 30 Shelter Counselors provide direct care and supervision of children brought to the shelter. Administrative and office support, housekeeping and maintenance staff comprise the rest. Typical duties include the following:

- ◆ Supervises personnel including subordinate supervisors, in the daily operations, programs and activities of the children's shelter and satellite programs.
- ◆ Assists the Director in recruiting, hiring, assigning, delegating, supervising and evaluating shelter staff; plans and conducts staff meetings, directs and develops staff orientations and staff development training programs.
- ◆ Communicates and collaborates with other service providers; nurtures working relationships with community groups and volunteer organizations on behalf of the Director; assists in developing and coordinating community involvement programs involving direct and indirect services, meets with individuals and groups interested in shelter programs.
- ◆ Maintains liaison with school officials, social service case workers, child welfare supervisors, mental health clinicians and consultants and public health personnel regarding information affecting the problems and adjustment of children in the shelter.
- ◆ Supervises and assists in the admission and release of children, provides direction and assistance to shelter counselors regarding the safety and supervision of children with special needs; in emergency situations, may counsel children
- ◆ Prepares correspondence and reports; assists in preparing budget reports.

"Our mission is to lead in the creation and delivery of services that improve the quality of life in our community."

COMPENSATION PACKAGE

Annual Base Salary:
\$75,337 to \$91,603

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ♦ 1937 Retirement Act plan with reciprocity with CalPERS
- ♦ 125 Flex Benefits Plan
- ♦ 12 days sick leave annually with unlimited accumulation
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ♦ 10 holidays per year

For more information regarding the County's benefits, please visit:

www.sjgov.org/hr/Programs/Benefits

MINIMUM QUALIFICATIONS

NOTE: Supplemental Questions must be turned in with employment application.

EITHER

Education: Graduation from an accredited four-year college or university with a major in social or behavioral sciences, business or public administration, or a closely related field.

Experience: Five years performing social services work for children and their families, including at least three years as a supervisor.

Substitutions: 1) A master's degree in social work, psychology, sociology, criminal justice, child development, public administration, business administration or related field may be substituted for one year of the required non-supervisory social work experience; OR 2) experience performing social services work for adults may be substituted, on a year-for-year basis, for up to two years of the required non-supervisory children's social work experience; OR 3) experience performing professional personnel, fiscal, or similar administrative duties in a shelter, group home, or similar residential setting may be substituted, on a year-for-year basis, for up to two years of the required non-supervisory children's social services work experience; AND 4) one year of experience supervising personnel, fiscal, or related administrative staff and functions in a shelter, group home, or similar residential setting may be substituted for one year of the required supervisory experience.

OR

Experience: One year as a Shelter Supervisor II in San Joaquin County.

OR

Experience: Three years as a Shelter Supervisor I in San Joaquin County.

AND

License: Possession of a valid California driver's license.

Certificates: Must become certified in Basic First Aid and Cardiopulmonary Resuscitation (CPR) within the first six months of employment and maintain such certification during employment.

Special Requirement: Must pass fingerprinting and/or other background processes as required by state law.



HUMAN SERVICES AGENCY
SAN JOAQUIN COUNTY

ASSISTANT DIRECTOR - MARY GRAHAM CHILDREN' S SHELTER

SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Number your responses and address each question separately, with a limit of one page per question. Provide a ***detailed description*** of your experience including **employer name, position title, dates of employment and hours worked per week with each answer.** These questions will be reviewed in evaluating your qualifications. This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Assistant Director - Mary Graham Children's Shelter.

1. Describe your experience performing social services work for children and their families.
2. Do you have experience working in a county temporary shelter? If so, describe your role and responsibilities.
3. Describe three years experience as a supervisor, performing social services work for children and their families. Include in your response the types of programs you supervise and an organizational chart showing the job titles of those that report to you and the job titles of those to whom you report.
4. Describe your experience establishing partnerships with service providers in the community as it relates to children's shelters. Include how you maintain ongoing collaboration with service providers.
5. Explain what you believe to be the two most critical issues facing county temporary shelters in the next five years.
6. Describe your experience evaluating the effectiveness of temporary shelter programs. Include your role and responsibilities in the evaluation process.