

**DEPARTMENT OF SOCIAL SERVICES**

**CHILDREN'S DIVISION**

**P.O. BOX 88**

**JEFFERSON CITY, MISSOURI**

**July 11, 2008**

**MEMORANDUM**

**TO:** EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

**FROM:** JIM HARRISON, DEPUTY DIRECTOR  
PLANNING AND PERFORMANCE MANAGEMENT

**SUBJECT:** PROGRAM DEVELOPMENT SPECIALIST VACANCY  
QUALITY ASSURANCE UNIT

The Department of Social Services Children's Division is seeking an individual to fill a Program Development Specialist (PDS) vacancy in the Quality Assurance Unit in Central Office. This position will be responsible for assisting with the development, coordination, implementation, and monitoring of an overall quality assurance program as well as measuring agency performance against set standards as directed. The individual will be responsible for various aspects of program development, consultation, technical assistance and support to quality assurance specialists and various levels of field staff in order to assist with initiatives related to Continuous Quality Improvement. The position is based in Jefferson City. Salary range for a Program Development Specialist is \$37,296 to \$53,292.

Examples of work include:

- Consults with all levels of divisional staff regarding quality assurance activities.
- Develops new and maintains current systems for collecting data; analyzes the data collected from these systems; and writes both technical and general reports summarizing results and making recommendations as directed.
- Collaborates with Information System staff in the utilization and collection of data related to compliance standards and federal regulations; collaborates on issues of data integrity.
- Assists in the development and of policies and procedures relating to compliance standards, federal regulations and state statutes.

**EXAMPLES OF KNOWLEDGES, SKILLS AND ABILITIES**

- Working knowledge of the child welfare field and current trends and methods used in the evaluation of consumer services.

- Assists in the design, planning, implementation, evaluation and monitoring of strategies for the delivery of effective programs and individualized services.
- Ability to analyze and interpret data and to effectively communicate findings.
- Ability to establish and maintain effective working relationships with division employees at all levels.

Please review additional job duties and minimum requirements of a Program Development Specialist as <http://www.oa.mo.gov/pers/ClassSpecs/5249.htm>. Applicants must meet these requirements. Supervisory experience is required and preference will be given to those who possess a Master of Social Worker (MSW).

Interested and qualified individuals should send a cover letter and resume to Children's Division, P.O. Box 88, Jefferson City, MO, 65103, attention: Stephanie Roettgen. Resumes may be emailed to [Stephanie.Roettgen@dss.mo.gov](mailto:Stephanie.Roettgen@dss.mo.gov) or faxed to the attention of Stephanie at (573) 526-3971. Please submit resumes no later than the close of business on **Wednesday, July 23, 2008**. If you have questions, please contact Stephanie at 573-751-4920.

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