



ROGUE VALLEY COUNCIL OF GOVERNMENTS

SDS Direct Services Programs Supervisor

Job Announcement

ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking an SDS Direct Services Programs Supervisor in our Senior and Disability Services Department to provide direction, coordination, organization, and/or delivery of direct service programs under the leadership of the Director of SDS and in collaboration with all grantors/funders. Responsibilities include, but are not limited to, planning, developing, and managing programs, resources and new initiatives together with various local community and regional partners, state and federal collaborations, and all stakeholders; providing supervision for direct reports; recruiting and monitoring the development of volunteer or internship opportunities; overseeing promotional activities; and monitoring web-based and printed materials and the delivery of promotional presentations.

Hours: Full-time, 40 hours per week, Monday through Friday.

Starting Salary: \$4,485.12 to \$5,222.94 per month, depending on experience and qualifications. The top of the salary range is \$6,452.54.

Benefits: Holiday, vacation and sick pay; medical/dental/vision insurance available; employer-paid long-term disability, HRA contributions and 401(a) contributions after successful completion of six-month trial service.

THE PERSON

The ideal candidate will have knowledge of the problems and issues confronting the elderly and people with disabilities in the local community; community resources and related health services; and the theory and practice of social services delivery. Candidates must also possess excellent consultative skills; demonstrated leadership and mentoring skills; research and effective presentation skills; computer skills with Microsoft Word/Excel and database/spreadsheet software; and notable listening and interpersonal skills. The ability to work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people is required.

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** Master's degree in Social Work, Psychology, Education or Nursing. Licensed Clinical Social Worker certification preferred.
- **Experience:** A minimum of 5 years of progressively responsible experience.
- **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

APPLICATION PROCESS

For application instructions, please visit [How Do I - Apply For A Job](http://www.rvcog.org) at www.rvcog.org. **A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.** This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

