



**Juvenile Welfare Board of Pinellas County**

**JOB OPPORTUNITY**

**February 20, 2019**

**HIRING RANGE: \$54,323.36- \$69,971.20 (PG-23)**

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

**Position Title:** Senior Program Consultant      **Department:** Community Collaborations & Program Quality  
**Reports to:** Program Administration Manager      **Status:** Exempt

**Position Purpose:** Provide program coordination, development, contract management and program monitoring with assigned providers throughout Pinellas County. Coordinate and provide ongoing technical assistance, reviews, tracking and maintenance of assigned programs and applicable information in designated databases, while preserving high quality standards in the delivery of services and ensuring suitability under JWB's focus areas.

**Key Responsibilities:**

- Review, assess and facilitate agency contracts, program quality and outcomes of assigned programs under the guidance of the Program Administration Manager and Chief Operating Officer.
- Conduct monitoring of program performance against contract requirements and prepare written reports.
- Provide consultation, support and technical assistance to assigned programs to ensure quality programming.
- Promote the adoption of best practices in the delivery of services and programming.
- Provide consultation and support to the development and implementation of new initiatives and special projects.
- Monitor program initiatives, including participation in the competitive procurement process; review, rank, and make funding recommendations.
- Prepare and present recommendations, as needed, regarding contracts.
- Facilitate the contracting process; prepares and presents recommendations to the Board regarding contracts, as needed.
- Act as the liaison between the provider and JWB.
- Develop and review budgets and budget amendment requests and provide recommendations.
- Extract and analyze program information and develop analyses, projections, reports, and presentations.
- Interface with local government agencies, providers, community groups and internal departments, as needed, to achieve JWB goals.
- Work cooperatively on inter and intra departmental teams and interact to provide support to other departments.
- Other duties as assigned.

**Specifications:**

- Master's degree preferred or Bachelor's degree with comparable amount of training, education, and significant work experience in Education, Psychology, Sociology, Public Administration, Social Work, or related field. Experience in managing human services operations desired.
- Preferably a minimum of 4 years of experience in nonprofit program management or related field.
- Knowledge of best practices in procurement and contract management.
- Knowledge of and experience in administrative and programmatic systems in human services organizations.
- Knowledge of budgeting as it relates to programs and contracts and state regulations related to human service organizations. Knowledge of best practices, research and components for quality in assigned strategic focus areas.
- Ability to provide technical guidance and leadership in assigned strategic focus area(s).
- Ability to provide technical guidance and leadership in one or more of the following areas: social service program management, organizational development, mental health/substance abuse treatment, family counseling, family support, residential/shelter, child care, child welfare, youth development and education.
- Understanding of data systems, data collection and program evaluation.
- Demonstrated interpersonal skills and excellent organizational skills.
- Ability to manage multiple projects and work with a variety of stakeholders.
- Excellent oral and written skills.

**Additional Requirements:**

- Successfully pass a Level II background screening as required by Ch. 435 Florida Statutes
- Possess a valid driver's license or access to reliable transportation

**Please submit resumes by Monday, March 25, 2019 to:**

**Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.**

**14155 58th Street N. Clearwater, FL 33760**

**email: [hr@jwbpinellas.org](mailto:hr@jwbpinellas.org) or fax: 727-453-5610 Website: [www.jwbpinellas.org](http://www.jwbpinellas.org)**

*The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled. Applicants interested in claiming Veterans' Preference please apply at: [www.jwbpinellas.org](http://www.jwbpinellas.org)*

*All applicants are advised that applications in Florida become a matter of public record upon receipt.*