



JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

JOB OPPORTUNITY

October 29, 2024

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.

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| Position Title: | Senior Program Consultant | Department: | Community Impact & Program Administration |
| Reports To: | Associate Manager of Program Administration | FLSA Status: | Exempt |
| Pay Grade: | 107 | Hiring Range: | \$59,611.85 - \$78,985.70 Salary commensurate with experience |

Position Purpose:

This position provides program coordination, development, contract management, and program monitoring with assigned providers throughout Pinellas County. This position also coordinates and provides 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 focus areas.

Key Responsibilities:

- Reviews, assesses, and facilitates agency contracts, program quality, and outcomes of assigned programs under the guidance of the Associate Manager, Senior Manager, and Chief Program Officer.
- Conducts monitoring of program performance against contract requirements and prepares a variety of written reports.
- Provides consultation, support, and technical assistance to assigned programs to ensure quality programming.
- Requests and reviews document submissions per contract requirements.
- Promotes the adoption of best practices in the delivery of services and programming.
- Provides consultation and support to the development and implementation of new initiatives and special projects.
- Monitors program initiatives, including participation in the competitive procurement process and reviews, ranks, and makes funding recommendations.
- Prepares and presents recommendations regarding contracts as needed.
- Facilitates the contracting process including contract amendments and prepares and presents recommendations to the Board regarding contracts as needed.
- Serves as the liaison between the provider and JWB.
- Reviews budgets and budget amendment requests and provides relevant recommendations.
- Reviews program methodologies and provides relevant recommendations.
- Extracts and analyzes program information and develops various analyses, projections, reports, and presentations.
- Interfaces with local government agencies, providers, community groups, and internal departments as needed in order to achieve JWB goals.
- Works cooperatively on inter- and intra-departmental teams to provide support to other departments.
- Uploads, classifies, retrieves, and maintains documents in accordance with established Unit/Department record management procedures while adhering to State Laws.
- Performs related work as assigned or required.

Specifications:

- Bachelor's Degree in Social Work, Education, Psychology, Sociology, Public Administration, or related field. Master's degree in the like preferred.
- A minimum of four (4) years' experience in nonprofit program management or related field. Some experience in managing human services operations desirable.
- Knowledge of best practices in procurement, program management, 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.
- Knowledge of federal and state regulations related to human service organizations.
- Knowledge of best practices, research, and components for quality in assigned strategic focus areas.
- Knowledge and 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.
- 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, childcare, child welfare, youth development and education.
- Ability to communicate superiorly both verbally and in writing.

Additional Requirements:

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes.
- Possess a valid driver's license and/or access to reliable transportation.

Working Conditions:

- JWB staff shall reside within the Tampa Bay area. Currently, this is a hybrid-remote position and physical presence at the JWB office and other sites in Pinellas County is required as needed.

**Interested Applicants, please submit resumes by Tuesday, November 12, 2024:
Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit
14155 58th Street N. Clearwater, FL 33760**

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: 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
All applicants are advised that applications in Florida become a matter of public record upon receipt*