

WELFARE PROGRAM DIRECTOR

KIND OF WORK

Highly difficult responsibility developing and managing various public welfare programs.

NATURE AND PURPOSE

An employee in this class is responsible for planning, coordinating and evaluating a comprehensive multi-agency public welfare program. An employee in this class has primary responsibility for directing development of a specific statewide welfare program. Responsibilities include planning, priority assignment, monitoring, developing alternative programs, and program evaluation. An employee in this class is responsible for coordination with other departments and for achieving departmental objectives. Review is in the form of results obtained and achievement of agreed upon objectives.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Manages a division of services for the blind in accordance with state and federal laws and departmental policy so that appropriate services are provided to blind and visually handicapped residents of Minnesota.

Creates public awareness of the special needs and potentials of older persons so that the public has a greater understanding of and support for public programs designed to assist older persons.

Develops goals and objectives for the assigned unit and prepares a budget so that needs of the clientele served by the unit can be met.

Develops state policy and procedures for licensing residential and non-residential facilities so that accountability and consistency of service is maintained.

Administers, coordinates and supervises the comprehensive program grants and grants-in-aid programs so that funds are properly distributed in accordance with all state and federal statutes and regulations.

Plans and directs the licensure of and supervision of agencies and out-of-home programs for children and handicapped residents so that appropriate services are available to these groups and all state and federal statutes and regulations are satisfied.

Initiates and participates in the development and implementation of programs addressed to persons with mental health problems and programs addressing prevention of mental health problems so that appropriate public welfare programs are available to deal with these problems.

Provides state supervision, development and management for assistance, payments, programs so that compliance with state and federal statutes and regulations is assured.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge and understanding of program areas and the strategies for dealing with these problems.

Extensive knowledge of the role and responsibility of the Department of Public Welfare and statutes relating to the program areas.

Thorough knowledge and understanding of federal, state, regional, and local government and their inter-related responsibilities relating to public welfare programs.

Considerable knowledge of the organization and objectives of private welfare agencies and associations.

Ability to:

Establish and maintain effective working relationships with a wide variety of individuals at state, regional and local levels.

Est.: 9/18/73

Rev.: 4/78

T.C.:

Former Title(s):