

Date Posted: 03/28/12

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

- Job Title:** Child Welfare Program Specialist (Washington D.C.)`
- Employer/Agency:** Department Of Health And Human Services
Administration for Children and Families
- Job Description:** Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services (HHS) you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. It is the principal agency for protecting the health of citizens. Join HHS and help to make our world healthier, safer, and better for all Americans.
- This announcement is also open to employees HHS-wide. If you are a HHS employee and you wish to receive consideration you may apply to AN630617.
- As a Child Welfare Program Specialist, in the Children's Bureau, Administration on Children, Youth, and Families, Administration for Children and Families, you provide leadership and direction to states to ensure the effective approval and execution of projects under the Child Welfare Waiver Demonstration authority.
- Recommends approval or disapproval of State Child Welfare Waiver Demonstration proposals to the Associate Commissioner, Children's Bureau.
 - Evaluates programs to identify opportunities and new approaches to improve the effectiveness of the demonstrations.
 - Formulates comprehensive plans and strategies to accomplish program goals and objectives.
 - Directs the work of several professional team members assigned to review and assess Child Welfare Waiver Demonstration proposals.
 - Collaborates with national organizations and advocacy and interest groups related to the Children's Bureau.
- Qualifications:**
- U.S. Citizenship
 - Suitability for Federal employment determined by background investigation.
 - May be required to serve a one-year probationary period.
- Applicants must demonstrate that they meet the basic AND the additional requirements as noted below:
- Basic Requirement:
1. Have a 4-year degree in behavioral or social science; or related disciplines appropriate to the position (you must submit a copy of your

transcript when applying).

OR

2. Combination of education and experience that provided you with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field (you must submit a copy of your transcript when applying).

OR

3. Four years of appropriate experience that demonstrated that you have acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

Additional Requirement:

GS-13: Have one year of specialized experience, equivalent to the GS-12 in the Federal service that included: serving as a technical advisor on child welfare programs; evaluating a child welfare program to recommend innovative strategies or concepts to improve its effectiveness; and leading child and family services projects which require collaboration with other child welfare program offices.

If you are claiming education as any part of your qualifications for this position, you must submit transcripts (official or unofficial). Failure to do so may result in an ineligible rating.

Salary/Hours:

\$89,033.00 to \$115,742.00 / Per Year

Application Method:

Apply online at: <http://www.usajobs.gov/GetJob/ViewDetails/312416000>
Create an account or log in to your existing USAJOBS account. Follow the prompts to complete the on-line assessment questionnaire. Please ensure you click the Submit My Answers button at the end of the process.

Note: To return to your saved application materials, log in at: <https://applicationmanager.gov/> and click on Vacancy ID 630570.

If you cannot apply online, you will need to:

- 1) Print the instructions and questionnaire by clicking View Occupational Questionnaire.
- 2) Print the 1203FX form to record your responses to the questionnaire.
- 3) Fax the completed 1203FX (all 6 pages but do not include a Cover Page for this document) to: 1-478-757-3144.
- 4) Print the Fax Cover Page and include with any supporting documents you fax (e.g., résumé, transcripts, veterans documentation, etc.) to the same fax number above.

Please do not complete steps 1-4 above if you are applying on-line.

Opening Date:

Monday, March 26, 2012 to Monday, April 09, 2012

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.

Thank you