



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 4028

Phone: (701) 328-3290

REGIONAL REPRESENTATIVE, SOCIAL SERVICE PROGRAMS

GRADE N

Individuals assigned to positions in this class are responsible for providing coordination and technical assistance related to state regulated social service programs that are administered through County Social Service Boards. Duties include review and coordination of treatment and assistance services provided in programs concerned with the welfare of abused and neglected children, foster children, State Youth Authority committed youths, crippled children, homemaker/home health aide services, optional services, programs, WIN, daycare, and similar state regulated programs of a temporary or permanent nature. Responsibilities include the review of administrative, investigative, and licensing procedures; assisting in planning, developing, and implementation of service and assuring compliance with regulatory requirements. Responsible for assuring a process of quality control in the administration of programs and services. Duties may also include conducting and/or reviewing studies to determine and/or confirm the needs for services; may conduct investigations, and/or serve in a consultative role to others performing this type of duties. Individuals will be required to complete related administrative communications and reporting. May perform other related duties commonly assigned to individuals in positions at this level.

Responsibilities associated with this class consist of duties that may vary depending on circumstances and are accomplished through the use of a variety of procedures, processes, or methods. Decisions involve the analysis of circumstances to determine tasks involved and selection of appropriate procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation for application to specific cases or problems associated with assigned duties. Management responsibility includes reviewing the work of others involved in activities of the same or similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portions of decisions made in conjunction with others.

MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:

Requires licensure as a social worker in the State of North Dakota and three years of experience in providing direct treatment or assistance services or administration of a treatment or assistance service program.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with coordination, review, and administrative support of state regulated social service programs. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

Eff. Date: 3/86

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