**Human Services Planner / Evaluator I**

**Department:** Social Services

**Salary Range:** $32,741.00 --- $­­­­­61,065.00

**Hours:** 8:30am - 5:00pm

**Open Date: November 12, 2019**

**Closing Date: November 27, 2019**

The Granville DSS HS Planner / Evaluator I will provide assistance to DSS Director, Income Maintenance Program Administrator, Supervisors, and staff in structuring activities based on identified need. The position functions as the Economic Services Trainer providing training, group facilitation, and technical assistance alongside Supervisors, Lead Workers, and State Program Representatives. The position will be responsible for the collection and analysis of relevant data and information related to all Economic Services (public assistance) programs, and the preparation of documents and monthly reports. Responsibility for quality assurance, improvement efforts, and reporting. This positon will handle other agency training, and multiple projects in a timely and efficient manner and partner with all DSS leaders and staff, to improve program compliance, and service delivery for customers. Regular, predictable, full attendance is an essential function of the job.

**Knowledge, Skills and Abilities** - (Planner) - General knowledge of the principles and practices of public administration and planning an ability to communicate effectively with professional and administrative personnel; and an ability to exercise judgment and discretion in applying and interpreting policies and procedures. Knowledge of manuals, rules, and procedures used in determining program eligibility. Considerable Knowledge of NCFAST, and multiple Income Maintenance Programs.  (Evaluator) Considerable knowledge of the process involved in program evaluation methodology. General knowledge of theory and source literature in the subject area(s). Some knowledge of the use and capabilities of manual and EDP systems in gathering, storing, retrieving, and analyzing data. Ability to write and present reports and information in an appropriate and effective manner. Knowledge of manuals, rules, and procedures used in determining eligibility. Considerable Knowledge of NCFAST, and multiple Income Maintenance Programs.

**Minimum Education and Experience** - (Planner) - A four-year degree in public service administration, psychology, sociology, or social work or a human service programmatic field, preferably with coursework in human service planning; or graduation from a four-year college or university and two years of administrative or consultative experience in a human service program; or an equivalent combination of education and/or experience. (Evaluator) - Graduation from a four-year college or university with a degree in psychology, sociology, or social work or a human service programmatic field, preferably with coursework in human services program evaluation; or graduation from a four-year college or university and two years of program evaluation or consultative experience in human service programs; or an equivalent combination of education and experience.

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