Provider Management Monitoring Specialist  
Division of Family and Children Services  
Office of Provider Management

**Job Description**

The Georgia Department of Human Services (DHS), Division of Children and Family Services (DFCS) is seeking qualified candidates for the position of Provider Management Monitoring (PMM) Specialist in our Office of Provider Management (OPM).

This position will cover the Greater Atlanta area (DFCS Regions 13, 14, 15, and 16) and requires about 75% field work and travel (some overnight) generally within the assigned regions and to our downtown headquarters as needed.

The PMM Specialist provides consultation and technical assistance to county Department of Family and Children Services (DFCS), Child Placing Agencies (CPA) and Child Caring Institutions (CCI) regarding safety, permanency and well-being of children placed in CPAs or CCIs. CPAs and CCIs are located throughout the state.

Our Specialists conduct monitoring visits to oversee the quality of service delivery programs in CCIs, CPAs, and of individual CPA foster homes; follow-up on incident reports/complaints/investigations and make crucial decisions regarding the safety of DFCS children placed with CPA and CCI providers; assist county DFCS staff in making placement decisions for children in CPA and CCI placements; assess children to determine appropriate Program Designation (i.e. Maximum Watchful Oversight, Medically Fragile).

Additional duties include, but are not limited to: conduct unannounced /announced site visits in response to incident reports; monitor the provision of care and watchful oversight by providers and ensure compliance with program and policy requirements and ensure that quality care is provided; coordinate services and are involved in multi-agency planning efforts with the various public and private child-serving agencies.

**Qualifications**

Our ideal candidate will have an Undergraduate degree in a Behavioral Science -and- 5 years experience in Child Protection Services, Foster Care, and/or Mental Health as a case manager or counselor  
or  
A Masters degree in a Behavioral Science -and- 2 years experience Child Protection Services, Foster Care, and/or Mental Health as a case manager or counselor

Membership/volunteer work with Atlanta community networks and associations is desired but not required.

Candidates invited to interview should be prepared to discuss, among other areas, the following:

- Knowledge and understanding of Atlanta communities
- Communications (Oral, Written, Presentation)
- Experience in planning, prioritizing, and working independently
- Critical thinking and judgment skills
- Assessment skills
- Understanding of safety assessment, safety planning and corrective action plan development.
Note: Writing skills are very important. Your cover letter AND your resume will be used as an initial screening tool. Candidates will also be required to submit/create writing samples - as well as give a presentation to the interview panel.

Benefits

In addition to a competitive salary of up to $48,935, we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

Current state government employees are subject to DHS and/or State Personnel Administration rules and practices regarding salary. This a PG-15

Area Information

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you’ll also find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia’s many scenic backdrops. Georgia is a 57,906-square-mile playground filled with natural beauty and immaculate resources.

Applying for this job

Please email a cover letter and resume in Microsoft Word format, as attachments, to:

to ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: DFCS PMM Specialist Metro

Job seekers should apply without delay. Upon receipt of a viable applicant pool, this position will be removed. Current DHS employees can receive priority consideration by applying as directed to jobs@dhr.state.ga.us (this email address is for the exclusive use of "current" DHS employees only)

Candidates for this position may be subject to employment drug testing and criminal background check.

The Georgia Department of Human Services provides services to ensure the health and welfare of Georgians. As an employee of DHS, in the event of an identified emergency, you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the Department.

DHS is an Equal Opportunity Employer