

Social Services Supervisor

Dept/Div: HHS

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional and administrative work providing social services programs such as child welfare, child protection, and children's mental health, adult protection, adult mental health and waived services, and related work as apparent or assigned. Work is performed under the general direction of the Health and Human Services Director. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Provides direct supervision to social workers, case aides, and other professional staff, including reviewing case records and files to ensure completeness, accuracy, and compliance with Agency and State policies, rules, and regulations regarding social work practice.
- Reviews rules, regulations, policies and procedures issued by the State Department of Human Services and provides for the efficient and effective implementation.
- Assists in the development and monitoring of purchase of service contracts with area vendors; includes working with the County Attorney's Office.
- Participates in the development of short and long range goals; tracks expenditures and communicates with administration on budget needs.
- Attends weekly pre-placement screening team (mandated practice); weekly staff meeting; facilitates monthly multidisciplinary team meeting (mandated practice); and attends various committee and regional meetings pertaining to social work practice.
- Completes necessary reports for the State, County Board, Administration, etc.
- Handles grievances, problems and complaints brought by clients.

Knowledge, Skills and Abilities

Thorough knowledge of the philosophy and techniques of social work and counseling; thorough knowledge of the techniques and means of interviewing, counseling and investigating; thorough knowledge of the principles and techniques of child welfare, family services, public assistance or protective service work; thorough knowledge of the programs, laws and procedures of public assistance programs of the area of assignment; thorough knowledge of community resources for social services; ability to plan, organize, assign and supervise the work of a staff of Social Workers and to train and instruct subordinates; ability to establish and maintain effective working relationships with clients, officials, other agencies, associates, various parties to cases and the public.

Education and Experience

Bachelor's degree with coursework in social work, psychology, sociology, or related field and considerable experience in public or private county social work, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Merit System Eligible

Supervisor Training within one year

Valid driver's license.