

JOB VACANCY ANNOUNCEMENT

POSITION: Social Worker Supervisor III

DEPARTMENT: Duplin County Social Services

SALARY: Grade 75 Starting Salary: \$20,926.9 Hourly / \$43,528 Annually

OPENING DATE: May 12, 2017 **CLOSING DATE:** 5/26/2017
5:00 PM

APPLY AT: Duplin County Personnel Office
County Administration Building-224 Seminary Street
Kenansville, NC 28349
910/296-2174 "Equal Opportunity Employer"

GENERAL DESCRIPTION OF DUTIES

The primary purpose of this position is to supervise a staff of predominantly Social Worker IV that provides direct or indirect services to clients. Supervisors assign cases to subordinates, coordinate work flow operations, and supervise staff through case review and consultation which requires the provision of substantial and recurring technical direction. Supervisors are responsible for staff training, resolving problems, and ensuring quality services are provided. Supervisors may provide input to higher level management on administrative, personnel, and budget issues. Supervisor responsibilities may range from a single sub-unit to multiple service programs and may carry a small caseload. Supervisors report to a higher level supervisor or administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

This list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from the assigned duties not listed herein if such functions are a logical assignment to the position.

This position assigns cases to staff and maintains workload balance.

This position involves reviewing program objectives and service delivery needs with staff and formulating specific goals and objectives for the assigned program area. This position also ensures these goals are implemented and met.

This position attends conferences with the Program Manager on a regular basis to develop implementation of goals, objectives, and policies.

This position makes changes in work procedures to meet program demands.

This position gathers data and statistics for the preparation of reports and surveys.

This position provides on-the-job training for staff and makes arrangements for staff to receive formal training when offered.

This position ensures that policies, rules and regulations are followed.

This position monitors the work of subordinate staff through case reviews, progress reports, conferences, and informal discussions to assure compliance with operational standards and established policies.

This position plans/schedules staff meetings to plan direction for individual cases (closure, continuation of services, pursue court intervention), clarify and interpret policy, discuss grievances and disciplinary issues.

This position is responsible for reviewing court summaries to make sure all pertinent information is obtained and ensures timely submission to the County Attorney.

This position is responsible for ensuring Day sheets are completed timely and accurately for each worker.

This position completes performance evaluations for new and veteran employees.

This position supervises approximately five to twelve professional employees.

This position is on call for emergency situations for one week on a rotation basis with the other Social Worker Supervisors.

Minimum Training and Experience

Master's degree from an accredited school of social work and two years of Social Work or counseling experience; or a Bachelor's degree from an accredited school of social work and three years of Social Work or counseling experience, or Master's degree in a counseling field and three years of social work or counseling experience, or a four-year degree in a Human Services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and four years of Social Work or counseling experience, or graduation from a four-year college or university and five years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization, or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Must have a valid N. C. driver's license. Must have access to use of a motor vehicle for travel to client homes and various destinations throughout the county and state. Must provide certified proof of graduation from four-year college or university.