

SOCIAL WORKER SUPERVISOR III SOCIAL SERVICES

GENERAL STATEMENT OF DUTIES

This is an advanced level Child Welfare Social Work Supervisory position. The primary purpose of this position is to organize, guide and coordinate a staff of advanced level social workers responsible for the direct provision of services to families involved in child abuse and neglect. An employee in this position is responsible for assigning cases and coordinating work flow. This employee supervises staff through case review, consultation, regular employee conferences and team meetings. This employee provides input to higher level management on administrative, personnel, and budget issues and processes this information back to staff.

EXAMPLES OF DUTIES PERFORMED

Provides case consultation and direction to staff on different case situations ensuring compliance of State policy and Law.

Review case records, court reports, case plans, etc. ensuring compliance with program standards.

Provides staff training on State and Local policies and procedure.

Review program objectives of the agency and formulate specific goals with team.

Conducts weekly team meetings with staff to provide information on program changes, policies, case discussion, etc.

Complete evaluation of all team members on a regular basis including a yearly formal written evaluation.

Responsible for assisting in the interview process for team vacancies and making recommendations for hiring to administration.

Responsible for ensuring a safe work place and environment for all assigned personnel coordinating activities utilizing the resources available through the County's safety program.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Supervisor in this position should have considerable knowledge in the methods and principles of supervision and social work administration as well as social work principles, techniques, and treatment modalities and practices and their application to specific casework and community problems. Supervisor should have a working knowledge of private and governmental community resources and ways in which

these may assist clients. A thorough knowledge of Federal/State Child Welfare laws, the judicial system, Federal, State, and local policies, relating to Family and Child Welfare Services. Supervisor must possess a knowledge of physical and behavioral indicators of child abuse and neglect, dynamics involved in child sexual abuse and the dynamics of treatment of abuse, neglect and child sexual abuse. Knowledge of interviewing techniques and their application.

MINIMUM EDUCATION AND EXPERIENCE

A Master's Degree from an accredited school of social work with at least two years of social work experience; or graduation from a four year college with a major in social work and three years of social work experience; or graduation from a four year college or university with a degree in a related area such as guidance counseling or a human service field and at least four years of social work experience is required. Formal education only would not prepare an individual for entry into this position.

There is no license or certification required to perform the duties of this position.

