



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Karen Ensley, Human Resources Director  
**Date:** June 24, 2020  
**RE:** JOB POSTING – One (1) Full Time Social Work Program Administrator II  
*Department of Social Services*

**Duties and Responsibilities:** This position oversees delivery of services in the social work program areas including supervision of three (3) Social Worker Program Managers to insure services and polices meet the federal, state and county, Board of Social Services, and Director's standards, mandates and expectations. Also included are the ancillary services of staff development, evaluation of service delivery, oversight of organizational change and having input on personnel and budget issues. Work is performed independently as well as under the direction of the agency director. Program areas are characterized by innovative approaches to organizing, providing services, pilot projects and responding to various needs and priorities of a multitude of local groups, agencies and legal entities.

**Qualifications:** Thorough knowledge of methods and principles of casework supervision and training. Thorough knowledge of social work principles, techniques and practices and applications to casework and community problems. Considerable knowledge of social and economic factors in the community, local agencies and resources. Considerable knowledge of the laws, regulation and policies which govern social services programs. Considerable knowledge of the principles and techniques of public administration, including personnel administration, budgeting and office management. Skill in directing a large staff of social workers, supervisors and related professionals and students engaged in a variety of services.

Master's Degree from an accredited school of social work and four years of social work or counseling experience, two of which were supervisory; or a bachelor's degree in social work and five years of social work or counseling experience, two of which were supervisory; or a bachelor's degree in a human services field or related curriculum including at least fifteen semester hours in courses related to social work or counseling and six years of social work or counseling experience, two of which were in supervisory; or an equivalent combination of training and experience.

**College transcripts should be attached.**

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained, fully completed, and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, [www.hendersoncountync.gov/hr](http://www.hendersoncountync.gov/hr). Refer to the Additional Applicant Information section for more detailed instructions. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: **5:00 p.m. on July 8, 2020**

Starting salary: \$55,770.00  
Grade: 82A

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*Henderson County is an Equal Opportunity Employer*