



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: April 13, 2021
RE: JOB POSTING – One (1) Full Time Social Work Program Manager
Department of Social Services

Duties and Responsibilities: This position is responsible for the program management and supervisor responsibilities of two (2) Adult Services Units and a Child Support unit. This position is also responsible for the oversight of related program and service contracts. The unit supervisors are responsible for the day-to-day operation of their work units and report directly to the Program Manager. All unit supervisors are responsible for the delivery of service to clients and their families who have social, economic, or mental health issues. The Program Manager works with the units to establish performance goals and work plans and consults on issues that impact the program goals, objectives, policies, and service delivery. The Program Manager is responsible for the oversight of social work contracts in the area of In-Home Services, Guardianship Case Management, Case Management, Medication Management, and all contracts related to the provision of services in the assigned program areas. The Program Manager will assume the primary duties of managing the agency responsibility for emergency shelter operations. The Social Work Program Administrator II, Income Maintenance Program Administrator II and Director will provide support to the Program Manager regarding this task.

Qualifications: Considerable knowledge of methods and principles of casework supervision and training. Considerable knowledge of social work principles, techniques, and practices and their application to specific casework and community problems. Considerable knowledge of behavioral and socioeconomic problems and their treatment and governmental and private organizations and community resources. Considerable knowledge of the laws, regulations and policies which govern social work programs. Skill in supervision, training, or orienting lower-level social workers, interns, students, or other staff. Ability to express ideas clearly and concisely and to plan and execute work effectively.

Master's Degree from an accredited school of social work and three years of social work or counseling experience, two of which was in a supervisory capacity; or a bachelor's degree from an accredited school of social work and four years of social work or counseling experience, two of which were in a supervisory capacity; or a master's degree in a counseling field and four years of social work or counseling experience, two of which were in a supervisor capacity; or four-year degree in a human services field or related curriculum including at least fifteen semester hours in courses related to social work or counseling and five years of social work or counseling experience, two of which were in a supervisory capacity; or graduation from a four-year college or university and six years of experience in rehabilitation counseling, pastoral counseling or a related human services field providing experience in the techniques of casework, group work or community organization, two of which were in a supervisory capacity; or an equivalent combination of training and experience.

College transcripts should be attached.

Applications must be obtained, fully completed, and submitted to Henderson County HRD by mail 112 First Avenue West, Hendersonville, NC 28792, by email (hrd@hendersoncountync.gov), or by fax (828) 698-6184. Please see our website, www.hendersoncountync.gov/hr and refer to the Additional Applicant Information section for more detailed instructions.

The deadline for application is: **5:00 pm on April 27, 2021**

Grade: 79A Salary range: \$50,407.50 - \$93,034.50
Hiring salary will be determined based on qualifications and internal equity.

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
hrd@hendersoncountync.gov
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