SOCIAL WORK SUPERVISOR III CPS

Labor Grade: 73 Exemption Status: Full-time / Exempt

## Primary Purpose of Position

The primary purpose of the Social Work Supervisor III is to provide direct supervision for a blended format of social workers in the child welfare unit.

## Distinguishing Features of the Class

Employees in this class provide supervision to a staff of social workers that provide direct and/or indirect services to clients. Employee assigns cases to subordinates, coordinate work flow operations, and supervises staff through case review and consultation which requires the provision of substantial and recurring technical direction. Work involves interpreting and understanding polices, rules, and regulations and making sure they are followed. Employee will possess the ability to react to crisis situations with stable and consistent decisions. Work is constantly changing and the SWS III must lead staff in a way that helps them to accept change and appreciate differences. Work needs continuous assessment and planning. Work will involve participation in hiring, disciplinary actions and handling personnel matters in conjunction with the Social Worker Program Manager and Assistant DSS Director. Work is performed independently under direct supervision of the Social Work Program Manager.

## Duties and Responsibilities

Essential Duties and Tasks

Proper training for social workers and all child welfare support staff through interpreting policy materials, laws and federal regulations.

Personnel training for improving supervisory skills.

Case assignment and review of all staff activities to ensure accuracy.

Make screening decisions using policies, rules, and applicable laws.

Participate in all court related matters.

Maintain a stable and consistent response during ever occurring crisis situations.

Responsible for planning of services, activities and goals for team/unit while providing continuous assessment and planning.

 Engage in the disciplinary process when work or conduct is not adequate or appropriate.

 Constant personnel support of team dealing with highly sensitive and confidential matters.

 Lead staff in a way that helps them to accept change and appreciate differences.

 Constantly assessing the effectiveness and efficiency with which programs operate.

 Maintain accurate records and statistical information regarding unit activity.

 Preparation and submission of monthly reports.

 Monitor compliance with rules, laws, and policies.

Preparation for and attendance of interagency and partner agency meetings.

Participate in Child & Family Team meetings and could facilitate such meetings.

Additional Job Duties

 Provide after-hours on-call supervision on a rotating basis.

Performs related duties as required.

In the event of an emergency, as determined by the County Manager or designee, participation in preparedness and response operations is expected. Employee is required to fill a temporary assignment in a role different from standard duties, work hours and/or work location in preparation for, during, and after the emergency. Employee is also required to participate in relevant exercises and regular preparedness training.

## Recruitment and Selection Guidelines

Knowledge. Skills, and Abilities

Considerable knowledge of methods and principles of casework supervision and training is required.

Knowledge of social work principles, techniques, and practices must be demonstrated and applied to specific casework and community problems.

Considerable knowledge of behavioral and socioeconomic problems is required.

Engage governmental, civic, and private organizations.

Understand laws, regulations, and policies which govern social work programs.

Demonstrate skill in supervising, training, and coaching social workers, students, interns, or other child welfare support staff.

Ability to express ideas clearly and concisely, and to plan and execute work effectively.

Physical Requirements:

Must be able to perform the physical life functions of seeing, talking, hearing, stooping, reaching, walking, pushing, pulling, fingering, grasping, feeling, and repetitive motions.

 Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to pull, move, or carry objects.

 Must possess the visual acuity to prepare and analyze data and figures for extensive reading, to complete forms and generate correspondence, and to operate a computer and calculator.

 Must possess the ability to operate a motor vehicle.

Required Minimum Education and Experience:

 Master’s degree in social work from an appropriately accredited institution and two years of directly related experience; or a bachelor’s degree in social work from an appropriately accredited institution and three years of directly related experience; or a master’s degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor’s degree in a human services field from an appropriately accredited institution and four years of directly related experience; or a bachelor’s degree from an appropriately accredited institution and five years of directly related experience; or an equivalent combination of education and experience.

Special Requirements:

A minimum of 24 hours of additional training is required for each social work position (including supervisors) annually. Many opportunities are provided for the supervisor to attend program specific and/or technical training alongside staff, but also to attend supervisory skill-building trainings, and professional development trainings.

Alexander County 1999

Last Reviewed: January 2020