



POSITION VACANCY

Social Work Supervisor III

Position #: 536021

OPENING DATE:	8/24/2022	PAY GRADE:	73
CLOSING DATE:	Open Until Filled	SALARY:	\$56,493 - \$76,021 + Benefits

JOB DESCRIPTION: The Social Work Supervisor III directs the day to day operations of the Child Protective Services Unit (CPS). This employee is responsible for maintaining unit work flow so that the unit's responsibilities are met in a timely, efficient, and proficient manner. The Supervisor is ultimately responsible for all decision making for the children/families served by the CPS Unit. It is the duty of this position to assign cases, to interpret local, state, and federal policy, as well as laws affecting the delivery of social services by the unit. The CPS Supervisor holds supervisory conferences with staff and monitors case records to insure compliance with regulations and appropriateness of case plans and goals. The Supervisor provides input to the Director regarding financial management and monitors the spending of budgeted funds. The Supervisor participates in the selection of and appraisal of employees in the areas of Intake, Child Protective Services and Assessment/Cases Management. The Supervisor identifies any problems or weaknesses of an employee, counseling with the employee and/or seeking appropriate training to meet the individual's area of weakness. The Supervisor serves on task forces and committees within the community and state.

KNOWLEDGE, SKILLS, ABILITIES: Knowledge of methods and principals of caseworker supervision and training, considerable knowledge of social work principals, 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. Must possess the ability to supervise, train/orient lower-level social workers, students, interns, or other staff. Ability to express ideas clearly and concisely and to plan and execute work effectively.

MINIMUM QUALIFICATION: 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.

PREFERRED EXPERIENCE: Experience in Child Protective Services

APPLICATION PROCESS: Submit state application (PD-107) and a copy of college transcript required for employment to:

Division of Workforce Solutions - Hoke County
304 Birch Street, Raeford, NC 28376
Or your local county Division of Workforce Solutions.

- All applications must be received by the Hoke County Division of Workforce Solutions
- Applications emailed, faxed, dropped off or mailed directly to Hoke DSS Office will not be accepted. Submit application to Division of Workforces Solutions
- All work experience must be included in the work history section of the application with duties and responsibilities listed.
- Resumes are not accepted in lieu of the state application. All job information listed on resume should also be listed on the work history section of the application for work experience consideration.

SELECTION PROCESS: Structured interview for candidates meeting criteria identified as essential for vacancy, evaluation of previous work experience and education, criminal history check, and references. The selected applicant must provide a driver's license record check and a raised seal transcript at their own expense. Must have a valid driver's license and car for use at work.

CONTACT INFORMATION: Questions can be directed to Tera Campbell, Hoke DSS Personnel at (910) 878-1943.

MICKA T. STANTON - DIRECTOR / TELEPHONE: (910) 875-8725
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