



Ashe County Department of Social Services
150 Government Circle, Suite 1400
Jefferson, NC 28640
(336) 846-5719

RECRUITMENT ANNOUNCEMENT

POSITION: SOCIAL WORK SUPERVISOR III
FAMILY SUPPORT SERVICES

SALARY GRADE & RANGE: Grade 75 \$63,927 – \$90,039

APPLICATION PERIOD: May 9, 2023 – May 23, 2023

APS Training and CPS Pre-Service Preferred
NCFAST Experience Preferred

JOB RESPONSIBILITIES:

This position supervises a staff of 4-5 workers who provide direct services to clients in the Family Support Services Unit. The supervisor assigns cases to subordinates, coordinates work flow operations and supervises staff through case review and consultation which requires the provision of substantial and recurring technical direction. The supervisor is responsible for staff training, orientation and evaluation; for resolving problems and ensuring that quality services are provided. The supervisor reports directly to the Deputy Director and has frequent contact with the DSS Director. The supervisor provides input on administrative, personnel, and budget issues. Worker will be involved in the rotation of on-call duties during evening and weekends. The employee is required to assist in the operation of a community shelter in the event of an emergency.

QUALIFICATIONS:

KNOWLEDGES, SKILLS, AND ABILITIES:

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. Ability to supervise, train,

or 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 TRAINING AND EXPERIENCE REQUIREMENTS

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.

APPLICATION PROCESS:

All applications must include a signed State Application for employment (PD 107 located on the Ashe County website), a cover letter, resume, and a copy of transcript from the institution where the applicant received the highest degree. An official transcript will be required upon employment.

Completed applications must be submitted to the Ashe County Department of Social Services. Applications may be dropped off in person or mailed to 150 Government Circle, Suite 1400, Jefferson, NC 28640 (Attn: Angie Ritter); submitted by fax to Angie Ritter at 336-846-5779 or emailed to angieritter@ashecourt.gov. All documents must be received prior to the 12 noon deadline on May 23, 2023.

Incomplete applications or applications received after 12 noon on May 23, 2023 will not be accepted. Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Verification for education and work experience is taken solely from information listed on the application Form PD-107. Applicants will not automatically be given credit based on their position title.

SELECTION PROCESS:

Selection will include use of a structured interview to select the best applicant for the position. Applications are rated by the Office of State Human Resources for training and experience. Candidates will be subjected to a background check and drug screening.

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER