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| **Position # 630062, 630064** | **Position NAmE:**  **social work supervisor**  **(Child welfare)** | **Department:**  **Human Services Agency** |
| **Hiring Salary Range:** $63509-95264 | | **Pay Grade: 77, Exempt** |
| **Work Schedule/Requirements:**  Generally Monday-Friday 8am – 5pm – On-call back-up | | |
| **Primary job function and duties:** This position serves as the supervisor of Social Workers that provide direct and/or indirect services to clients. Work supervised is predominately at the levels of SW/IAT, SWIII, or Human Services Technician. Supervisors assign cases to subordinates, coordinate work flows and supervise staff through case review and consultation which requires the provisions of substantial and recurring technical decisions. Supervisors are responsible for staff training, resolving problems and ensuring that quality services are provided in a professional and timely manner. This position is also responsible for policy updates and disseminating this material to staff and making sure appropriate program requirements are met. SW Supervisor will also be responsible for the on-going evaluation of staff and will be required to perform annual performance appraisals. Job responsibilities will also include interviewing potential job applicants in concert with higher level management. This position also rotates on-call duties for after-hours emergencies for Child Welfare and Adult Programs. This position may serve as back-up to other Social Work Supervisor III. Must be able to interpret and apply Federal and State Law and North Carolina Child Welfare Policies while performing job duties. Perform other duties as assigned.  **Supervised by:** The Assistant Human Services Agency Director  **Minimum Qualifications:**   * *Education and Experience –*Bachelor’s level human services related degree with four years of direct social work experience; Master’s of Social Work degree with two years’ experience in direct social work; or a Bachelor’s of Social Work degree with three years’ experience in direct social work; or an equivalent amount of education and experience. * *Basic Supervisor/Management Skills –*Must be able to plan and execute work effectively. Must possess supervisory skills as well as the ability to instruct, organize, direct and supervise. Must be able to be assess information and make independent decisions on assigned program areas. Must be a positive team player and have the ability to multi-task and empower their staff to make decisions. * *Independent Judgment and Sound Working Knowledge –* Must be familiar with their specific program areas statutes, policies and procedures and have the ability to make sound casework decisions. * *Effective Communication Skills –* Must be able to communicate effectively with people of varying backgrounds, and establish effective working relationships with peer supervisors, the public, as well as other employees and to keep information confidential. * *Computer Skills-* including Microsoft Office software package, as well as the ability to operate copier and FAX machine. * *Valid Driver’s License* * *Physical Requirement –* able to sit for extended periods of time, viewing a computer monitor/using a keyboard and mouse, walking, standing, bending, stooping and occasionally lifting up to 25 pounds. On occasion may be required to drive a vehicle and make home visits to client’s homes. Must be able to transport client and install car seats, load wheelchair and/or walkers. | | |
| **Special Notes Concerning This Position:**   * A background check, drug screen and motor vehicle report will be required prior to hire. * The duties of this position may also include assistance with sheltering operations and working medical counter measure events during natural disasters and public health emergencies. * Completion of the North Carolina Pre-Service Curriculum for Child Welfare Staff within 90 days. * Completion of Adult Protective Services for the Non-APS Worker within 90 days * ICS Trainings (100, 200, 700 and 800) must be completed within 90 days. | | |

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_