# Johnston County

Social Work Program Manager

**SALARY** $5,890.56 - $10,013.95 Monthly

$70,686.72 - $120,167.42 Annually

**LOCATION** NC 27577, NC

**JOB TYPE** Full-Time **JOB NUMBER** 02175

**DEPARTMENT** Social Services **DIVISION** DSS Building

**OPENING DATE** 05/13/2024 **CLOSING DATE** 6/13/2024 11:59 PM Eastern

**FLSA** Exempt

**Johnston County is an Equal Opportunity Employer.**

# Description

The Johnston County Department of Social Services has an immediate opening for a Social Work Program Manager in the Child Welfare Unit located at 714 North Street, Smithfield.

Located in the eastern half of North Carolina and part of the Research Triangle Region, Johnston County is part of the fastest growing region of the state. Johnston County is the fastest growing county in the state with a population of 216,000 residents.

Hiring salary range is commensurate with experience and excellent benefits package available. Benefits include:

-Health

-Dental

-Vision

-Retirement

-401k

-Paid holidays

-Sick leave/ Vacation leave & more

Preference will be given to applicants with prior Child Welfare, Foster Care experience. Internal applicants must apply on-line to be considered.

**An unofficial copy of your college transcript must be attached to application.**

Please note: Final candidates subject to pre-employment drug screen and background check (includes criminal and motor vehicle records).

# Duties and Responsibilities

The primary purpose of this position is to manage and provide overall supervision within the child welfare division. This function primarily consists of Foster Care, Foster Home Licensing, Adoption, Links, the 18-21 Foster Care program and other child welfare programs. This position has the responsibility to ensure that all Federal, State and County policies are adhered to and the quality of work and the provision of services are maintained to the highest degree possible. This position has the oversight and responsibility to ensure program compliance with any monitoring, audits or reviews conducted by state personnel and/or fiscal. This position is part of the management team and serves to assist the Director and/or Deputy Director with the operation of the agency by effectively contributing to its function and growth.

The Child Welfare Program Manager will oversee and manage services provided by Foster Care units. This manager will supervise at least 3-5 Supervisors who are responsible for the daily operations of their assigned work units and program areas. The staff under this umbrella consist of all levels of Social Workers who deliver services to clients and their families who have social, economic, mental or emotional issues. The Program Manger is responsible for setting unit goals and ensuring work plans are congruent with the annual plan.

The Program Manager will manage work operations through considerable involvement with higher level management abilities to ensure consistency in the planning, evaluation, implementation and delivery of services.

The Program Manager will provide daily supervision to each of the Supervisors over the assigned service areas to ensure compliance with policies and laws, provide direction in program development, and collaborate efforts with other agencies to assist in providing best service and protection to all children in the county and state of North Carolina.

The Program Manager will manage, review and assess data reports on a regular basis in order ensure compliance with local and state policies and standards. The Program Manager will work in a collaborative effort with upper management, community providers and other county staff pertaining to personnel actions and financial management of the services for this identified section of the Child Welfare area. Other responsibilities include budget planning, monitoring of work through reports and counseling, implementation and translation of county, state and federal policy, and other supervisory functions.

The Program Manager is part of the management team and services to assist the Director and/or Deputy Director with the operation of the agency by effectively contributing to its function and growth. The Program Manager reports directly to the Deputy Director of Social Services.

Program Manager will also provide on-call supervision as needed or determined and assist with shelter duty when needed.

# Knowledge, Skills and Abilities

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 supervising, training, or orienting lower-level social workers, students, interns, or other staff.  Ability to express ideas clearly and concisely and to plan and execute work effectively.

# Desired Education and Experience

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 supervisory capacity;

Or

A four-year degree in a human services field or related curriculum including at least 15 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 techniques of casework, group work, or community organization, two of which were in a supervisory capacity; or an equivalent combination of training and experience.

Preferred Qualifications:

Applicants with supervisory experience in a social work Child Welfare program within a county department of social services; extensive front-line experience in a county department of social services in North Carolina preferably in Child Welfare.

\*Please document all work history relevant to the position for which you are applying. Determination of qualifying for the position and salary may be based on years of experience listed on the application itself, not in supplemental documents attached. Failure to document complete work history may affect qualification determination and salary. Electronic applications cannot be amended once submitted.\*

***NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.***

### Agency

Johnston County

### Address

204 S. Second Street

P.O Box 1049

Smithfield, North Carolina, 27577

### Phone

(919) 938-4700

(919) 938-4702

### Website

[http://www.johnstonnc.com](http://www.johnstonnc.com/)

# Social Work Program Manager Supplemental Questionnaire

## \* QUESTION 1

#### Please select your highest level of education completed.

 Master's degree from an accredited school of social work  Bachelor's degree from an accredited school of social work

 Master's degree in Human Services from an accredited school  Bachelor's degree in Human Services from an accredited school  PhD or other professional degree

## \* QUESTION 2

#### How many years of experience do you have serving as a Program Manager?

 None

 1-4 years of experience  5-9 years of experience  10+ years of experience

## \* QUESTION 3

#### How many years of experience do you have serving as a Foster Care Supervisor?

 None

 1-4 years of experience  5-9 years of experience  10+ years of experience

## \* QUESTION 4

#### How many years of experience do you have as a Foster Care Social Worker?

 None

 1-4 years of experience  5-9 years of experience  10+ years of experience

## \* QUESTION 5

#### Do you have any experience in managing a Social Service/Human Services budget and overall financial management responsibility?

 None

 1-4 years of experience  5-9 years of experience  10+ years of experience

## QUESTION 6

#### Have you completed the North Carolina Child Welfare Pre-Service training for Child Welfare?

 Yes  No

## QUESTION 7

**Describe any leadership and/or management training in which you have participated.**

## QUESTION 8

#### Do you have a working knowledge of change management and implementation theory in assisting to create continuous quality improvement processes within county child welfare programs? If so, please describe in detail.