

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Social Work Supervisor II
Department: Social Services
Revised : July 2011

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Social Work Supervisor II classification.

GENERAL DESCRIPTION

Intermediate level responsible supervisory work in the guidance and coordination of a large number of professional and support personnel engaged in the social work operations of a unit within the Department of Social Services. Work is circumscribed by a wide variety of federal, state, and county constraints, but within those constraints the employee exercises independent judgment and initiative. Supervision is provided to a large number of professional and support personnel, predominately at the level of Social Worker II. Supervision is received from an administrative superior who reviews work through periodic conferences, reports, and performance evaluations.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises Social Worker I & II level employees; holds conferences with social workers; provides casework training and program regulation training.

Assigns cases to staff and maintains workload balance; interprets new regulations, procedures and other information for subordinates; counsels subordinates on their work; discusses problems with subordinates and assists them in resolving problems.

Implements changes in work procedures to meet program demands and presents recommendations to management which impact programmatic goals, objectives, and policies.

Interviews applicants for positions supervised and makes recommendations to higher level management of hiring decisions; provides input on discussions concerning promotions and salary adjustments for individuals supervised; issues oral and written warnings for disciplinary actions; completes performance evaluations.

Identifies and develops community resources for activities, education, training, and supportive service areas; explains program policy to community agency providers and maintains ongoing consultation with community resources.

Develops public awareness, support, and endorsement for assigned programs through presentations to civic, public, and private organizations.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the federal, state, and county laws, regulations, guidelines, and procedures involving activities supervised.

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.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Social Work and one year of social work or counseling experience; or a Bachelor's Degree from an accredited college or university in Social Work and two years of social work or counseling experience; or a Master's Degree from an accredited college or university in a counseling field and two years of social work or counseling experience; or four-year degree from an accredited college or university in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and three years of social work or counseling experience; or graduation from an accredited four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling, or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience. A valid driver's license may be required dependent upon the department assigned to and the specific job duties of the position.

**This job description does not create an employment contract,
implied or otherwise.**