

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Social Work Supervisor III
Department: Social Services
Revised : August 2013

Class : Professional
FLSA : Exempt

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

GENERAL DESCRIPTION

Advanced 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 in this class exercises independent judgment and initiative. Supervision is provided to a large number of professional and support personnel, predominantly at the levels of Social Worker III and CPS Social Worker. Supervision is received from the Social Work Program Administrator, 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.)

Assigns cases to staff and maintains workload balance; holds conferences with social workers; chairs case consultation committees, deals with all aspects of highly charged and difficult cases.

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

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

Provides on-the-job training for staff and makes arrangements for staff to receive formal training.

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 action; conducts performance evaluations.

Performs the work of Social Worker III and CPS Social Worker employees during heavy workloads and position vacancies.

OTHER JOB FUNCTIONS

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

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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 10 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 is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Social Work and two years of social work or counseling experience; or a Bachelor's Degree from an accredited college or university in Social Work and three years of social work or counseling experience; or a Bachelor's 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 four years of social work or counseling experience; or a Bachelor's Degree from an accredited college or university and five 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 is required.

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