

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Social Work Program Administrator II
Department: Social Services
Revised : March 2010

Class : Professional
FLSA: Exempt

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

GENERAL DESCRIPTION

Professional, supervisory, and administrative work over the Social Work Division of Rowan County including program planning and evaluation, budgeting, public relations, and personnel responsibilities for the Division. Employee supervises the development, interpretation, and implementation of program standards and policies. Supervision is exercised over the Social Work Program Administrator I responsible for the Child Protective Services Unit within the Division, a DSS Attorney, and the Social Work Supervisory class. Work is performed independently under the supervision of the Social Services Director who reviews work through program accomplishments, reports, informal interaction, and periodic conferences. Employee acts on the Director's behalf in their absence.

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.)

Plans and evaluates the performance and effectiveness of the various programs within the Division including Child Welfare Programs through consultation with State agency staff, informal reviews, and customer satisfaction responses.

Plans for future services delivery, seeking to provide services that are quality-driven and cost efficient; sets the direction of the Division and empowers employees to accomplish program goals.

Organizes and allocates staff in order to meet Division objectives and develops and implements policies and procedures for the Social Work Division.

Assists the Social Services Director in the budgeting process, evaluates and monitors the administrative budget, and completes special projects as assigned.

Serves on the executive leadership team which plans for future directions within the Department.

Responsible for departmental operations during the Director's absence and is given considerable discretion when acting on the Director's behalf.

Involved in the personnel functions of the Division including hiring, performance evaluations, and disciplinary actions; makes recommendations to the Director concerning new hires, promotions, and salary adjustments that is given particular weight, and issues oral and first written warnings without prior approval of the Director.

Serves as liaison to the community, speaking to various groups and organizations in order to promote the mission of the Division; serves on various boards and task forces that address a wide range of social issues affecting the community.

Monitors the training needs of staff based upon program requirements and changes; arranges for staff to receive formal training from outside sources.

Job Title: Social Work Program Administrator II

Page : 2

Resolves complaints, problems, and grievances concerning the service programs.

Maintains a variety of records; prepares a variety of reports.

OTHER JOB FUNCTIONS

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of methods and principles of casework supervision and training.

Thorough knowledge of social work principles, techniques and practices and their application to specific casework and community problems.

Considerable knowledge of behavioral and socioeconomic problems in the community and their treatment.

Considerable knowledge of governmental, private organizational, and community resources.

Considerable knowledge of the laws, regulations, and policies that govern social work programs.

Considerable knowledge of the principles and techniques of personnel administration, budgeting, and staff management.

Skill in analyzing social services programs.

Skill in establishing and maintaining effective working relationships with staff from Federal, State, and local agencies as well as clients, the general public, and private service providers.

Skill in the organization and supervision of staff of professional and support positions.

Ability to express ideas clearly and concisely in oral and written form.

Ability 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 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.

Job Title: Social Work Program Administrator II

Page : 3

MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Social Work and five years of social work or counseling experience, two of which were in a supervisory capacity; or a Bachelor's Degree from an accredited college or university in Social Work and six years of social work or counseling experience, two of which were in a supervisory capacity; 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 seven years of related experience, two of which were in a supervisory capacity; or an equivalent combination of education and experience. A valid driver's license is required.

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