



Social Work Supervisor II

Position Number: 165-40-453

This position supervises the Work First Employment, Cash and Day Care Units. Supervisor develops short-term and long-term goals for a wide array of services in Work First. Position coordinates services to the TANF eligible and 200% population and assures that services are provided in a wide variety of programs within Federal, State and County regulations. Supervisor assigns caseloads and work responsibilities to staff that is assigned to this unit. This position is responsible for overall supervision, program planning, establishing priorities and implementing program objectives for the Employment program. The responsibilities in this area include the dissemination of information regarding the program, new employee (program) orientation and training, general policy and procedures training in groups or on a one-to-one basis, and case specific consultation and supervision. Position is responsible for monitoring records and assuring that service delivery standards are met and that program guidelines are followed. Position will review records routinely and findings will feed into worker-specific notes that will be maintained on each case manager for whom this position is responsible. Problem areas will be noted and dealt with through the regular personnel channels. Supervisor creates and manages local information systems that provide data and serve as a resource in assuring caseloads are equitable and ensure appropriate service delivery to clients as mandated by various agency policies and state and federal laws. Position has considerable contact with state program representatives, other county and department personnel and the general public. Position performs other duties as assigned. A valid NC state driver's license is required as well as the ability to travel within the context of the job. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.). **Proof of vehicle liability insurance is required.** Overtime work is compensated with compensatory time off. Position is located in the **Tarboro Office**; however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

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. Ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures. Ability to plan, assign, and supervise the work of subordinate employees. Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public. Excellent knowledge of computers, printers, Windows and Microsoft programs.

Minimum Training and Experience:

Master's degree in social work from an appropriately accredited institution and one year of directly related experience; or a bachelor's degree in social work from an appropriately accredited institution and two years of directly related experience; or a master's degree in a human services field from an appropriately accredited institution and two years of directly related experience; or a bachelor's degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor's degree from an appropriately accredited institution and four years of directly related experience; or an equivalent combination of education and experience.

Preferences: Prefer applicants with computer experience and/or knowledge of Laserfiche, NC FAST system, Online Verification System, Datawarehouse, NC X/PTR and Windows software including Microsoft Excel and Word. Bilingual applicants (English/Spanish) encouraged to apply.

Starting Salary: \$37,742.00 or possibly higher depending on experience and credentials if fully qualified for the position. Compensation for full-time employees include excellent benefits that total over \$9,000.00 annually.

Application Date: 06/11/2020-Open Until Filled. Posted: Internal, NC Works Career Center, Edgecombe County Website

Interested candidates must complete and submit an Edgecombe County Application form. Applications are available on the 4th floor of the Human Services Building located at 122 E. St. James Street, Tarboro NC 27886. Applications may also be obtained online at www.edgecombecountync.gov or at the County Human Resources Office on the 4th Floor of the County Administration Building-201 S. Andrews Street, Tarboro NC 27886. Incomplete or unsigned applications will not be considered. **Any transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.**

Please mail completed applications to: Personnel Office, Edgecombe County Department of Social Services, P. O. Box 370, Tarboro NC 27886 or drop off application at 122 E. St. James Street, Tarboro NC 27886.

We support a drug free work environment. A pre-employment drug screening and criminal background check is required.

AA/EOE