

Seneca County Job & Family Services

Position Description

An Equal Opportunity Employer

Employee Name: Vacant	Position Title: Social Services Supervisor 1
PCN: 30040.0	Class Title: Social Services Supervisor 1
Unit: Protective Services	Employment Status: Full-time
Report to: Social Serv Program Admin	FLSA Status Pay: Exempt
Normal Hours: Flexible	Civil Service Status: Classified
EEO Status:	DOT: 195.137-010

General Description

Directly supervises social services workers. Carries a small caseload pertaining to extremely difficult or volatile cases.

Education

Degree in social work or related degree.

Experience

- Two years experience as Social Services Worker 2 or
- Completion of undergraduate major core work in behavioral science, social science, early childhood development technology or related field or
- Two courses in adult psychology, one must be in gerontology or
- Twelve months experience or two courses in child psychology, social welfare, or other sociology related topic
- Twelve months experience or two courses in counseling, six months or one course in interviewing techniques, domestic violence and courtroom procedures

Equipment Operated

- Computer
- Scanner
- Fax
- Telephone
- Calculator
- Copier
- Service Pro
- Vehicles (must have valid Ohio driver's license)

Inherently Hazardous or Physically Demanding Working Conditions

None

Essential Functions

- Under supervision of Program Administrator, supervises staff in family and adult supportive services division
- Assigns and monitors caseloads
- Rotates on call duties
- Ensures compliance with local, state, federal rules/laws
- Ensures employees receive orientation and training
- Evaluates employee performance
- Administers discipline
- Recommends need for new staff and assists with interviews
- Prepares reports
- Ensures quality assurance activities
- Assists with emergency response situations
- Responds to client complaint
- Enters data into state computer system
- Provides coverage for employees
- Coordinates services with community agencies
- Represents, promotes and supports the agency to the community
- Serves on committees
- Works cooperatively with community groups

- Reviews, approves, denies employee requests for leave
- Conducts staff meetings
- Prepares monthly, quarterly reports
- Maintains working relationship with other county departments
- Attends conferences workshops and trainings to obtain or maintain knowledge of current regulations
- Regular and predictable attendance

Other Duties and Responsibilities

Performs other related duties as assigned.

Characteristics

Knowledge of:

- Agency policies and procedures
- Supervisory practices
- Disciplinary procedures
- Available community resources
- Safety practices
- Social welfare issues
- Employee training and development
- Court proceedings and practices
- Child and elderly abuse issues
- Expert witness practice and procedures
- Licensing requirements

Skills in:

- Organization
- Communication
- Public speaking
- Writing
- Typing/word processing
- Interviewing

Ability to:

- Interpret policy and procedures
- Supervise
- Understand manuals and verbal instruction
- Deal with employee problems and concerns
- Work independently
- Work with children, elderly, ill mentally challenged, and physically handicapped people
- Assess others for signs of abuse or neglect
- Testify as expert witness
- Direct and monitor work
- Recognize and react appropriately to unusual or threatening conditions
- Present a positive image to the public
- Maintain confidentiality
- Maintain accurate records
- Maintain effective working relationship with supervisor and co-workers

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

Signature of Appointing Authority

Date

Signature of Employee

Date