

CORRECTION SOCIAL WORKER SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and professional correctional social work.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises the activities and programs of the Rehabilitation Program Division.

Develops and recommends plans for the implementation of new programs and activities as the need arises for the rehabilitation and social adjustments of inmates.

Plans islandwide conferences and group discussions with responsible officials and citizens of the community to educate, stimulate or cultivate a sense of civic responsibility to aid in the control of crimes.

Reviews case work, group or community work activities, particularly when it involves problems on social adjustment or the individual counseling of clients.

Conducts staff meetings and conferences regarding problems of an unusual nature, or as it relates to program objectives.

Studies existing policies, rules and regulations, and makes recommendations amending or adopting policies, rules and regulations.

Approves recommendations and dispositions of special cases involving a higher level of diagnostic capability and decisions including cases requiring special management and treatment procedures in the institution because of psychiatric problem, mental retardation, medical needs or problems.

Directs case staffing for formulating professional decision and the screening and evaluation of applicants for special programs.

Conducts studies consisting of the evaluation of current classification and treatment programs and the preparation of long range plans for programs designed to cope with changing physical needs and correctional policies.

Performs related duties as required.

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MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, and techniques of social work, particularly relating to rehabilitative approach and methods, and social adjustment of criminals.

Ability to supervise the programs and activities of social work rehabilitation services.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies, and procedures to improve effectiveness.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Four years of professional social work experience, one year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in sociology, psychology or closely related field; or

(B) Three years of professional social work experience, one year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in social work; or

(C) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission