

## SOCIAL SERVICE SUPERVISOR I

NATURE OF WORK IN THIS CLASS:

This is professional supervisory social work involved in administering social services programs in a geographic district or unit within the Division of Social Services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises social services programs of a geographic district or unit within the Division of Social Services

Coordinates all division programs for clientele in their districts through appropriate supervisors.

Evaluates the effectiveness of the case work plan or treatment program; conducts and evaluates supervisory case reviews.

Directs diagnostic studies and treatment of children and parents utilizing family centered approach.

Confers regularly with superior on the most effective use of staff and resources.

Conducts section meetings and conferences regarding problems as it relates to policies and objectives; meets with applicants and recipients to discuss their grievances; assists in developing and implementing corrective action plan.

Administers agency policies for personnel, training, and safety.

Prepares federal and other reports relative to programs.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of social casework principles, practices and analysis.

Ability to supervise social services programs in a geographic district or unit within the Division of Social Services.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to analyze and evaluate program plans and operations and make recommendations regarding policy and operational methods directed toward their improvement.

Ability to interpret and apply laws, regulations, and other program guidelines pertinent to the provision of social services.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) Four years of progressively responsible professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences; or

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

(C) Two years of progressively responsible social work experience, and graduation from a recognized college or university with a Master's degree in social work; or

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

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: July, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission