

CASEWORK SUPERVISOR**NATURE OF WORK**

This is professional supervisory work in the Community Services Department.

An employee in a position allocated to this class is responsible for directing either a Human Services branch office or Senior Services programs in an assigned area. Employees are responsible for the application of advanced social services knowledge and skills in evaluating public assistance, welfare services and senior services programs through the review of case records and staff reports. Work is performed under general supervision from an administrative superior and reviewed through reports and conferences.

EXAMPLES OF WORK

Issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.

Plans and supervises the work of subordinate social services workers engaged in preliminary screening for public assistance eligibility; authorizes expenditure of public funds after evaluating unique casework reports and recommendations prepared by the staff; advises on eligibility conditions or the resolution of unusual and difficult cases.

Manages, administers and monitors purchase of service contracts.

Supervises and participates in social service programs for financial assistance including preliminary eligibility determinations, referrals to appropriate agencies, issuance of emergency financial grants and emergency housing arrangements.

Serves as liaison between unit staff and divisional, State and County officials regarding policies, procedures and directives.

Secures transportation for incoming/outgoing patients at the County Home and makes appointments with other agencies; explains rules and regulations of County Home to patients.

Attends in-house conferences relative to discharge planning and performs necessary follow up work consulting with either nursing home or State or local agencies relative to patient placements.

Promotes coordination, cooperation and joint activities with other agencies and local officials as well as interested individuals and groups in the community.

Develops and administers written cooperative arrangement with community based providers.

Selects, trains and supervises volunteer staff.

Plans and supervises the work of subordinate social service workers engaged in the intake and assessment of senior citizens needs; authorizes home delivered meals, homemakers services and transportation for eligible clients.

Depending on area of assignment, may supervise employees working in nutritional assistance and counseling programs for senior citizens. Areas of responsibility cover congregate meal sites, outreach and case management and senior multipurpose centers.

Performs related work as required.

CASEWORK SUPERVISOR - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the methods and principles of casework supervision and training.

Considerable knowledge of the laws, regulations and policies which govern program activities.

Considerable knowledge of behavioral and socioeconomic problems and their treatment.

Considerable knowledge of the various programs offered senior citizens including nutrition outreach and case management and senior multipurpose centers.

Ability to supervise and train subordinate staff.

Ability to establish and maintain effective working relationships with administrative superiors, associates, individuals served by the program and with social service organizations.

Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM ENTRANCE REQUIREMENTS

Bachelor's Degree in Social Work, Sociology, Psychology or other behavioral science. Three (3) years experience in Social Services/Social Work that includes case management. Two (2) years supervisory/management experience; or any equivalent combination of related training and experience.

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