



Ashe County Department of Social Services  
150 Government Circle, Suite 1400  
Jefferson, NC 28640  
(336)-846-5700

## **RECRUITMENT ANNOUNCEMENT**

**POSITION: SOCIAL WORK SUPERVISOR III—FAMILY SUPPORT SERVICES**  
**POSITION NUMBER: 5310-304-16**

**SALARY GRADE & RANGE:** Grade 75 \$60,255 – \$84,867

**APPLICATION PERIOD:** November 1, 2019 – November 12, 2019

**APS Module I and CPS Pre-Service Required**  
**NCFAST Experience Preferred**

### **JOB RESPONSIBILITIES:**

This position supervises a staff of 4-5 workers who provide direct services to clients in the Family Support Services Unit. This unit serves clients in the areas of Work First, Child Care Assistance, Centralized Intake for CPS and Adult Services, Energy Assistance Programs and various other programs. Knowledge in one or more of these areas would be helpful. The supervisor assigns cases to subordinates, coordinates work flow operations and supervises staff through case review and consultation which requires the provision of substantial and recurring technical direction. The supervisor is responsible for staff training, orientation and evaluation; for resolving problems and ensuring that quality services are provided. The supervisor reports directly to the DSS Director and provides input on administrative, personnel, and budget issues. The supervisor will be involved in the rotation of on-call duties during evenings and weekends. The employee is required to assist in the operation of a community shelter in the event of an emergency.

### **QUALIFICATIONS:**

#### KNOWLEDGES, 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, their treatment and community resources, both governmental and private. 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 and to plan and execute work effectively.

#### MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Master's degree from an accredited school of social work and two years of social work or counseling experience; or a bachelor's degree from an accredited school of social work and three years of social work or counseling experience; or a master's degree in a counseling field and three years of social work or counseling experience; or four-year degree in human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and four years of social work or counseling; or graduation from a four-year college or university and five years of experience in rehabilitation counseling, pastoral counseling, or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience.

#### APPLICATION PROCESS:

**All applications must include a signed State Application for employment (PD 107--version April 2019, located on the Ashe County website), a cover letter, resume, and a copy of a transcript from the institution where the applicant received the highest degree.** An official transcript may be requested subsequently.

Internal applications may be submitted to Lori Trent.

**External applications must be submitted to the NCWorks Office, 626 Ashe Central School Road; Unit 5, Jefferson, NC 28640 in order to be considered. You may fax all documents to Nancy Broman at 336-982-3657 prior to the 1:00 p.m. deadline on November 12, 2019.**

**Incomplete applications or applications received after 1:00 pm on November 12, 2019 will not be accepted.** Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Verification for education and work experience is taken solely from information listed on the application Form PD-107. Applicants will not automatically be given credit based on their position title.

#### SELECTION PROCESS:

Selection will include use of a structured interview to select the best applicant for the position. Applications are rated by the State Personnel Division for training and experience. Candidates will be subjected to a background check and drug screening.

**ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYEE**