



Ashe County Department of Social Services
150 Government Circle, Suite 1400
Jefferson, NC 28640

RECRUITMENT NOTICE

POSITION: Social Worker Supervisor III—Children’s Protective Services
Position #5301-302-16

APPLICATION PERIOD: December 10, 2018 thru December 20, 2018

SALARY GRADE AND RANGE: Grade 75 \$59,073 - \$83,202

NC CHILD WELFARE SYSTEM EXPERIENCE PREFERRED

**Including CPS Intake, CPS On-Call,
CPS Investigations/Assessments or CPS In-Home Services**

JOB DUTIES:

This position supervises a staff of 5-6 CPS Assessments and Investigations Social Workers who provide direct services to clients in the Children’s Services Unit. 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 screening CPS reports for investigation, staff training, orientation and evaluation; for resolving problems and ensuring that quality services are provided. The Supervisor reports directly to the Social Worker Program Manager and provides input on administrative, personnel, and budget issues. Duties may include evening hour work in addition to the rotation of emergency supervisory on-call duty during evenings and weekends and other duties as assigned by the Unit Program Manager. Employee is required to participate in the operation of a community shelter in the event of an emergency.

RECRUITMENT STANDARDS:

KNOWLEDGE, 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 and their treatment and governmental and private organizations and community resources. 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 in Social Work from an appropriately accredited institution and two years of directly-related experience; or a Bachelor's Degree in Social Work from an appropriately accredited institution and three years of directly-related experience; or a Master's Degree in a Human Services field from an appropriately accredited institution and three years of directly-related experience; or a Bachelor's Degree in a Human Services field from an appropriately accredited institution and four years of directly related experience; or a Bachelor's Degree from an appropriately accredited institution and five years of directly-related experience; or an equivalent combination of education and experience.

APPLICATION PROCESS:

All applications must include a state application for employment (PD 107), 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. **Applications must be submitted to the NC Works Office, 626 Ashe Central School Road; Unit 5, Jefferson, NC 28640 in order to be considered.** Applications are rated by the Office of State Personnel for training and experience.

Incomplete Applications or applications received after 1:00 p.m. on December 20, 2018 will not be accepted.

SELECTION PROCESS:

Selection may include use of a structured interview and/or written assignment to select the best applicant for the position. Internal candidates will not be subjected to a background check and drug screening as they are currently employed.

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER