



Ashe County Department of Social Services
150 Government Circle, Suite 1400
Jefferson, NC 28640
(336) 846-5719

RECRUITMENT ANNOUNCEMENT

Position: Social Work Supervisor III – Children’s Protective Services
Position #5310-302-16, Permanent Full-time

Salary: Grade 75 \$63,927 – \$90,039

Application Period: May 31, 2023 – June 8, 2023

CPS Pre-Service Preferred

JOB RESPONSIBILITIES:

This position supervises a staff of five to six Social Workers who provide direct services to clients in the Children’s Services Unit. Employee 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. Worker is responsible for staff training, orientation and evaluation. Worker also resolves problems and ensures that quality services are provided. This position reports to the Deputy Director and provides input on administrative, personnel, and budget issues. Employee maintains the log of all reports and compiles statistical data on a monthly and annual basis for review. Worker also coordinates the intake and on-call schedules for all social workers in the Children’s Services Unit. Worker attends interagency and community meetings as required by the DSS Director.

Worker will be involved in the rotation of on-call duties during evening and weekends. The employee is required to assist in the operation of a community shelter in the event of an emergency.

KNOWLEDGE, SKILLS & 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 as well as 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 & 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 signed State Application for employment (PD 107 located on the Ashe County website), a cover letter, resume, and a copy of transcript from the institution where the applicant received the highest degree. An official transcript will be required upon employment.

Completed applications must be submitted to the Ashe County Department of Social Services. Applications may be dropped off in person or mailed to 150 Government Circle, Suite 1400, Jefferson, NC 28640 (Attn: Angie Ritter); submitted by fax to Angie Ritter at 336-846-5779 or emailed to angieritter@ashecourt.gov. All documents must be received prior to the 12 p.m. deadline on June 8, 2023.

Incomplete applications or applications received after 12 p.m. on June 8, 2023 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 Office of State Human Resources for training and experience. Candidates will be subjected to a background check and drug screening.

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER