



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

RECRUITMENT ANNOUNCEMENT

Position: **Social Work Supervisor II – Family Support (Disaster Recovery)**
Position #5310-317-21, Permanent Full-time

Salary: Grade 116 \$59,725.63

Application Period: November 18, 2024 – November 26, 2024

JOB RESPONSIBILITIES:

This position supervises a staff of 4-5 Disaster Case Managers, employed through NCWorks, who provide long-term recovery services to clients in the Family Support 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. The supervisor is responsible for staff training, orientation and evaluation; resolving problems; and ensuring that quality services are provided. This position supervises multiple programs, each of which carries its own unique set of policies and regulations. Programs supervised can include energy assistance, housing solutions, home repair programs, and general unmet disaster recovery goals. Employee will be responsible for collaborating with other agencies, nonprofits, and groups for the long-term recovery goals of the individuals and families served. The supervisor reports directly to the Director and provides input on administrative, personnel, and budget issues.

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 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. Ability to effectively communicate and collaborate with external, as well as internal, community members and co-workers.

MINIMUM TRAINING & EXPERIENCE REQUIREMENTS:

Master's degree in social work from an appropriately accredited institution and one year of directly related experience; or a bachelor's degree in social work from an appropriately accredited institution and two years of directly related experience; or a master's degree in a human services field from an appropriately accredited institution and two years of directly related experience; or a bachelor's degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor's degree from an appropriately accredited institution and four years of directly related experience; or an equivalent combination of education and experience. Experience in disaster recovery services preferred, but not required.

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 the 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: Michele Blevins); submitted by fax to Michele Blevins at 336-846-5779 or emailed to micheleblevins@ashecountygov.com. All documents must be received prior to 5:00 p.m. on November 26, 2024.

Incomplete applications or applications received after 5:00 p.m. on November 26, 2024, 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. 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 may include the 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