

ERIE COUNTY

JOB POSTING #2020-031

POSITION: FT Social Services Supervisor I

DEPARTMENT: Job and Family Services

SALARY: Commensurate with Experience

POSTING DATE: 8:00 a.m., November 16, 2020

CLOSING DATE: 4:30 p.m., November 20, 2020

MINIMUM REQUIREMENTS

Bachelor's Degree in Social Work, Psychology, Sociology, Criminal Justice, or related field. Knowledge of supervision; employee training and development; case management; human behavior; child protection regulations; computer operations; legal process. Crisis stabilization. Supervise others. Explain assignments, procedures and situations to others. Multi-tasking skills. Erie County residency preferred.

Pre-employment testing required.

An in-depth job description can be reviewed at the Human Resources Office on Columbus Avenue.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, www.eriecounty.oh.gov, where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 11/20/20. EOE/AA/ADA

Approved for Content

Nancy A. Stender 11/10/2020

Approved for Posting

Pat Paul 11/10/20

2020-031 ERIE COUNTY JOB OPENING ANNOUNCEMENT

Where Applications Taken:

Erie County Human Resources Office
Erie County Services Center
Second Floor, Room 210
2900 Columbus Avenue
Sandusky, Ohio 44870

Office Hours:
8:00 a.m. till 4:30 p.m.
Monday through Friday

Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg
Ohio Business College	B.V.R.
Goodwill	
Health Department	C.A.C.
Local Newspaper	NAACP
SHS Vocational Education	Terra Tech
All County Bulletin Boards	Your Job Store

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

DEPARTMENT:	Job & Family Services	POSITION:	FT Social Services Supervisor I
POSTING DATE:	8:00 a.m., Monday November 16, 2020	LOCATION:	221 W. Parish Street Sandusky, Ohio 44870
CLOSING DATE:	4:30 p.m., Friday November 20, 2020	WORKING HOURS:	7:00 a.-5:30 p. Mon-Fri. Flexible hrs.
EFFECTIVE DATE:	A.S.A.P.	SALARY:	Commensurate with Experience

Illustrative Duties:

- Provide direct supervision to Social Services Workers and support staff.
- Determine need for new staff, interview applicants and make recommendation for hiring.
- Recommend and administer disciplinary action including termination when necessary.
- Take appropriate action on all employee request or leave and overtime.
- Train new and current employees.
- Assign, review, and evaluate work of subordinates.
- Supervise the development of case plans, court documents, as well as all other work documents and monitor the implementation of OAC/ORC rules and requirements.
- Monitor service delivery.
- Assist social worker with decisions on removal, placement, custody of children, field work, and/or adult protective issues.

Illustrative Duties: (continued)

- Attend/testify at court hearings when needed and TDM/Wraparound/and community meetings when warranted.
- Serve as on-call supervisor
- Interpret, clarify, and recommend changes to procedures, policies, regulations, and law pertaining to social services issues.
- Serve on internal and external committees which deal with social services issues
- Handle routine correspondence and generates statistical reports using data combined from social services workers.
- Present speeches/information to public and civic organizations and interested groups about social services mandates and service delivery.

Minimum Qualifications

- Bachelor's Degree in Social Work, Psychology, Sociology, Criminal Justice, or related field.
- Knowledge of supervision, employee training and development; case management; human behavior; child protection regulations; computer operations; legal process.
- Problem solving skills.
- Possess communication and de-escalation skills.
- Extract information from various sources.
- Develop new products and policies concerning Social Services issues, interpret policies for Social Services.
- Listen for problems or issues and provide responses or explanations.
- Counsel others involving simple or routine matters.
- Comprehend reading material, perform basic mathematical operations.
- Answer routine questions.
- Maintain accurate records.
- Supervise others.
- Crisis stabilization.
- Understand manuals, complete forms, work independently, proofread materials, prepare correspondence.
- Possess interviewing skills and techniques to interview others.
- Implement and coordinate programs/services.
- Multi-tasking skills.
- Monitor the work of others, assign work to others, train others, recognize errors in the work of others, and discipline others.
- Make independent decisions.
- Interpret data and reports.
- Handle contracts with outside agencies.
- Explain legal and technical issues to others.
- Utilization and application of technology; i.e. computers, tablets, imaging systems, State Automated Child Welfare System, report writing, handle complaints and concerns.
- Review Social Services cases and complete Quality Assurance Reviews.
- Utilization and application of the National Association of Social Work Code of Ethics in daily decision making.

Preferred Qualifications:

- Master's Degree in Social Work, Psychology, Sociology, Criminal Justice, or related field.
- Erie County residency preferred.
- Experience as a Social Services Worker.
- Social Work or Counseling Licensure.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.

WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE