

POSITION POSTING- PREBLE COUNTY JOB AND FAMILY SERVICES
CHILDREN SERVICES DIVISION

POSITION: **SOCIAL SERVICE SUPERVISOR 2**

RANGE: PAY RANGE 10 \$24.20-34.42 per hour

DEADLINE FOR APPLICANTS: Until filled

DUTIES OF POSITION: Plans, implements, and administers State mandated social service programs including but not limited to Child Welfare and Adult Protective Services. Conducts contracting for Social Services programs, performs public relations activities. Complies with CPOE standards and develops Quality Improvement Plans that are attainable and bring the agency into compliance or maintain compliance. Monitors and complies with all rules and regulations governing Child Welfare and Adult Protective Service programs including but not limited to maintaining the Adoption and Foster Care plans, MEPA standards, and all other programmatic regulations.

Makes recommendations to the director and provides information regarding policy changes, legislative changes, and philosophy changes from the State and PCSAO. Negotiates child placement rates, monitors placement costs and seeks ways to reduce the cost of children services placements.

Provides direct supervision of Social Service Supervisor 1's as well as Social Service worker 1's and 2's and some unit support staff. Determines need for new staff members, interviews applicant and makes recommendations for the hiring of new employee's, initiates action for the termination of employees. Disciplines subordinates, when necessary. Reviews and takes action on leave requests. Completes performance evaluations of subordinate's work. Trains new and current employees assigns and reviews work.

Monitors information that is input into the SACWIS system as well as other computer systems by Social Services employees.

Monitors case plan activities and ensures best practice is in place for the protection and intervention in the needs of children who have been or are at risk of Abuse, Neglect and/or Exploitation.

Carries an after-hours pager in order to be reached by staff who are in need of support or guidance during non-work hours.

Attends meetings, training sessions, seminars and conferences related to social services.

Is able to think creatively and with an open mind with regard to the intervention of families and children in need. Embraces the philosophy of the county including but not limited to the community, the legal system and the county government who believe

children are best served by first making interventions and providing services in the home. Safe children and stable families lead to a strong community.

PREFERRED REQUIREMENTS:

Master's Degree in a Human Services related field with at least 2 years experience as a Social Services Supervisor 1 –or- as a supervisor of child welfare programs in either a public or private agency.

MINIMUM REQUIREMENTS:

Bachelor's Degree in a Human Services related field (behavioral science, social science, early childhood development, or related field) and 2 years experience as a supervisor in a Human Services related field.

Or- education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

We are looking for a highly motivated, progressive leader who can take charge of the Child Welfare team and provide a positive work environment in which staff feel valued and families feel empowered. We need a person who can be a valuable part of the management team and assist in decision making that could affect the entire agency. The agency consists of Social Services, Public Assistance programs, Child Support and Workforce Investment programs. This person must be able to have a good rapport with the public, including but not limited to the board of county commissioners, the prosecutor's office, and the juvenile court staff.

UNUSUAL WORKING CONDITIONS/HAZARDS

The incumbent, as a supervisor, is responsible for the safety and health of neglected or abused children and older adults and for the enforcement of laws and standards concerning the safety or health of neglected or abused children and adults. The incumbent is responsible for supervising employees who must pay attention to ensure that their actions do not create dangerous situations for individuals who have been subject to abuse or neglect. Additionally, the incumbent generally works under favorable working conditions. The incumbent performs his/her work in a stable office environment. As such the position involves very limited probability of any injury. Also, the probability of accidents or health hazard is negligible. The incumbent will be required to carry and respond to an after hours pager as a part of their duty.

This Social Service Supervisor 2 position is required to attend 60 hours of in-service training during the first year of employment in this position and 30 hours annually following the first year in subjects that are relevant to the supervisor's duties.

This is a full-time, FLSA exempt, unclassified position.