

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Social Work Supervisor II (260-1)
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$43,779 - \$45,879
JOB TYPE: Full-Time/Permanent/Exempt
POSTING DATE: February 24, 2016
DATE AVAILABLE: March 11, 2016
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to coordinate and supervise case management for vulnerable elderly and disabled adults. This position is located within the Adult Services Program area of the Craven County Department of Social Services. Programs assigned to the unit include, but are not limited to: Medicaid Administration Claiming, Special Assistance In-home Program, Title XX Case Management, Home and Community Care Block Grant Case Management, various in-home programs, and group care placement. In addition to supervising the day to day operations of case management services this supervisor assures compliance with funding source, eligibility, and programmatic requirements.

ESSENTIAL JOB FUNCTIONS

Provides leadership and supervision to a team of social workers responsible for providing a variety of case management and in home services to vulnerable elderly and disabled adults, and placement services for adult care and nursing homes. The supervisor assigns cases, coordinates work flow, reviews cases and conducts peer staffing on a regular basis. Ensures that all staff receives the mandatory state training and coordinates on-site and field training experiences. Explains and applies relevant federal and state statutes, rules, policies, procedures and current practice standards related to the provision of each program area listed. Models and teaches necessary elements of ongoing assessment, decision making, case planning, and case process to staff. Guides workers by encouraging them to evaluate each individual's needs and life experiences in conjunction with program mandates. Builds and maintains effective working relationships with other supervisors, agency attorneys and community partners. Availability outside of normal work hours is required for emergencies.

MINIMUM EDUCATION AND EXPERIENCE

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 service 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.

ADDITIONAL JOB FUNCTIONS

All staff is required to perform additional tasks with disaster management. Supervisor may need to work outside of normal agency hours to meet the needs of the adults served by the team and/or to provide after-hours consultation and supervision for after-hours emergencies.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

