



BERTIE COUNTY
Department of Social Services
PO Box 627
110 Jasper Bazemore Ave.
WINDSOR, NORTH CAROLINA 27983

TELEPHONE:
252-794-5320

FAX
252-794-5344

**SOCIAL WORK SUPERVISOR III
CHILD WELFARE SERVICES**

POSTING DATE: January 2, 2020

CLASSIFICATION: Social Work Supervisor III – Child Welfare Services

SALARY GRADE: 73 **SALARY RANGE:** Hiring rate is \$45,234.00

APPLICATION CRITERIA: A completed State of North Carolina Application (Form PD-107); official college transcript of undergraduate and graduate degrees. Must be submitted to the Employment Security Office/ NC Work. Resumes in lieu of a completed Form PD-107 are not acceptable. A current, valid NC driver's license is required.
Applications submitted other than through NC Works/ESC will NOT be accepted.

Closing Date: OPEN UNTIL FILLED

MINIMUM EDUCATION AND EXPERIENCE:

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.

KNOWLEDGE, SKILLS, AND 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.

DESCRIPTION OF WORK AND EXAMPLES OF DUTIES PERFORMED:

- Supervises a staff of (6) Social Workers
- Supervises Child Protective Services, Foster Care, Adoptions, Subsidized Day Care,
- Plans the short and some long-range work operations, priorities, and goals within the unit
- Assigns and balances workloads within the unit and coordinate overall workflow. Work requires employee to develop procedures and to make minor organizational changes and recommend other changes to improve efficiency.



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- Provides on-the-job training as well as some training needs assessment and arranges for employees to attend workshops and other job related training.
- Responsible for ensuring that staff adheres to Federal and State standards as well as County policy with regard to the timeliness and quality of work required.
- Responsible for conducting second party reviews of applications and on-going cases
- Use State generated reports to evaluate the overall performance of Services staff
- Counsels staff regarding performance and grievance policies and has the authority to issue oral and/or written warnings.
- Responsible for evaluating staff performance and making recommendations to the director.

This position also assists in shelter management in times of disaster, either natural or man-made, to serve the citizens of Bertie County. This service, when needed, will take precedence over duties described in this position vacancy announcement. Responsible for any other duties assigned by the Director

Adhering to the law of Confidentiality is a must.

A Criminal Background Check will be required before an offer of employment.