

## **CASE WORKER SUPERVISOR**

### CODES/PAY RANGE

Class Code: 2720

EEO Code: B

Pay Range: 122

### MAJOR FUNCTION

Administrative social work in a major activity of the County's community services program.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises and reviews the work of Social Workers, engaged in social case work to provide recipients with public welfare assistance; or manages and provides services at a satellite office including supervising staff and volunteers. Trains, assists, counsels staff members as required.

Completes monthly and quarterly program reports. Provides monthly reports to Human Services Advisory Board.

Determines the eligibility of applicants for emergency welfare assistance and medical treatment. Assists in screening and interviewing applicants for County emergency services.

Makes referrals for shelter, care and placement of dependent children.

Coordinates all referrals with State and other social service providers.

Provides consultation to staff in complex case situations, acute emergencies, or cases which require a high level decision.

Communicates with and visits other public and private welfare agencies, hospitals and other institutions in order to exchange information and develop resources.

Seeks additional sources to increase funding and expand services.

Reviews and analyzes activity reports and statistics for continuous awareness of program operation.

Performs related work as required.

**(Caseworker Supervisor continued)**

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and practices of social work and of case work methods and techniques. Knowledge of laws, rules and regulations available to the County relating to public welfare assistance. Knowledge of the services offered by County Community Services and by other public and private agencies in the area.

Ability to plan, supervise, and direct the activities of a group of professional, sub-professional and clerical personnel. Ability to work with and obtain the cooperation of clients, their families, other welfare agencies and other interested groups. Ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Sociology, Social Work or related field, and two (2) years of experience as a Social Worker in a human services organization.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**ADA REQUIREMENTS:**

Mental Demands: Ability to read and comprehend professional and technical manuals and journals, legal documents, statutes, letters reports, memos, instructions. Ability to perform basic mathematical functions. Ability speak clearly and concisely. Ability to write complex documents relaying information, details and data. Ability to analyze data and develop conclusions. Ability to apply regulations and guidelines to real life situations.

Physical Demands: Sedentary work. Ability to talk.

Environmental Demands: Inside work.

Revised 10/94