

CLASS TITLE: CASEWORK SUPERVISOR II

Class Code: 02822500

Pay Grade: 28

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, assign, supervise and review the work of caseworkers and support staff. To assist social workers in the clinical assessment and intervention of individuals and their families. To facilitate, aid, and motivate staff to address social problems. To demonstrate cross cultural competency and sensitivity. To assist in the implementation of the Department's mission and to do related work as required.

SUPERVISION RECEIVED: Responsible to immediate superior for whom general and specific assignments and instructions are received with the ability to exercise independent judgment and initiative. Work is reviewed as to competency of the Department's mission, clinical skills, appropriate knowledge and implementation and conformance of the Department's policy and federal mandates.

SUPERVISION EXERCISED: Exercises supervisory authority as well as the direction and coordination of social caseworkers and support staff in the performance of their duties. Assess, assigns, and reviews the work of staff for conformance with Department and federal policy.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To manage the daily operation of a unit consisting of Social Caseworker IIs' and support staff in the performance of their duties which include both direct and indirect services to a highly specialized caseload (abused, neglected, dependent, wayward, delinquent, emotionally and behaviorally disordered children and youth and their families).

To make and/or approve decisions affecting the safety and well being of children and youth based on current child welfare practice and reflecting federal, state and Department policy, procedure, rules and regulations.

To instruct and inform staff in current child welfare practice and all relevant federal, state and department policy, procedure, rules and regulations.

To participate in and/or lead regularly scheduled unit, individual and regional meetings for the purposes of case reviews, information sharing and discussion of practice issues.

To set and measure outcomes for services as required.

To maintain data on unit operations.

To ensure the timely entry of information via a complex information system for both self and staff.

To oversee the management of all cases assigned to the unit, including the timely, accurate and appropriate production of all required documents (such as case plans, narratives, case activity notes, petitions and other court documents) and the timely and professional performance of all required duties and activities.

To ensure that staff practice according to policy.

To implement the directives of management and to keep the assigned administrator informed and aware of routine unit functions and any exceptional circumstances.

To assign and monitor work to staff and maintain records of such work as required.

To maintain schedules for self and staff which facilitate access in emergency situations.

To evaluate, correct or discipline staff according to policy and standards.

To participate in both internal and external committees, activities, events and work groups, hearings as appropriate.

To ensure coverage of all unit functions such as court hearings, reviews, visits, and other required activities for absent staff.

To allocate and account for resources provided to staff and to clients.

To perform related duties as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of social work and the ability to apply such knowledge in supervising a group of social workers engaged in providing intensive social case work services within the assigned program of family and children services; a thorough knowledge of emotional, behavioral and environmental patterns, as well as social and economic factors that contribute to personal maladjustment, illness and dependency; a thorough knowledge of the various provisions of federal and state laws involving social welfare services; to demonstrate knowledge and sensitivity to cultural issues; a thorough knowledge of community resources and the ability to utilize them effectively; a working knowledge of the fundamental principles of public welfare administration including financing, budgeting, personnel management, and In-Service Training; the ability to assign, supervise and review the work of social casework staff; a thorough knowledge of the Department's automation system and related software; a thorough knowledge of the operation of a personal computer; the ability to accept direction and work under the supervision of a superior; the ability to establish and maintain effective working relationships with clients, staff, superiors and associates, other public and private agencies, the community and public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor of Arts or Bachelor of Science degree in one of the following areas: Social Work, Psychology, Child Development, Sociology; and

Experience: Such as may here been gained through: 3 years experience as a social worker in public child welfare.

Class Revised: December 29, 2002

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