

**CLASS TITLE: PROFESSIONALLY TRAINED CASEWORK
 SUPERVISOR**

**Class Code: 02820400
Pay Grade: 002B
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned, to be responsible for the supervision of a group of professionally trained and non-professional social case workers engaged in providing intensive social case work services to individuals with highly complex and varied problems within a social welfare program such as public assistance, child welfare, psychiatric social services, or other comparable level social service programs; or, as assigned, to provide specialized social case work skills, on a consultative basis, to field and/or staff service personnel involved in the administration of departmental health and medical care service programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed, through conferences and submitted reports, for results obtained and conformance to professional casework standards, policies, rules and regulations.

SUPERVISION EXERCISED: As required, assigns, supervises and reviews the work of a group of professionally trained and non-professional social caseworkers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned, to be responsible for the supervision of a group of professionally trained and non-professional social case workers engaged in providing intensive social case work services, under a public assistance program, to individuals with highly complex and varied social problems (poverty compounded with broken homes, illegitimacy, severe physical and emotional handicaps and anti-social behavior) and insuring agency service to individuals is based on a psycho-social diagnoses developed through the social study process; or,

As assigned, to be responsible for the supervision of a group of professionally trained and non-professional social case workers engaged in providing intensive social case work services, under a child welfare program, to children and their families whose social problems are highly complex and varied in nature including foster care for children, adoption placement, protective services, special services to the unmarried mother, and to the physically and emotionally handicapped child, and insuring that agency services to these individuals are based on sound social diagnoses developed through the social study process; or,

As assigned, to be responsible for the supervision of a group of professionally trained and non-professional social case workers engaged in providing intensive social case work services, under a psychiatric social service program, at a state hospital or psychiatric clinic; to review individual cases and case records with staff for adequacy of investigation and data gathering information and proposed treatment plan and to recommend adjustments in such treatment plans where warranted; and to develop an overall psychiatric social case work program in cooperation with psychiatrists, psychologists and other professional personnel for the purpose of coordinating such a program with the other professional services at a hospital or clinic; or,

As assigned, to provide specialized social case work skills, on a consultative basis, to field and/or staff service personnel involved in the administration of departmental health and medical care service programs including consultation with physicians, nurses, social workers, and social service staffs of hospitals, clinics, and other health and medical service agencies relative to medical social services needed in existing programs of an agency and the determination of agency and community resources to meet these

needs; and to provide consultative services to medical, para-medical and administrative staffs and others involving the content and cost of medical care for persons in need and to advise if content and cost of such care is in accordance with departmental plans and objectives; or,

As assigned, to be responsible for the supervision of a group of professionally trained and non-professional social caseworkers engaged in providing intensive social casework services in other comparable level programs of social welfare services.

To be a field supervisor for students from accredited schools of social work assigned to the agency for fieldwork placements.

To give supervision in special projects which are developed by the agency for the purpose of studying and evaluating special problem areas in order to improve agency services.

To do related work 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 professionally trained and non-professional social case workers engaged in providing intensive social case work services within the assigned program of social welfare services, or, in providing consultative services to field and/or staff members involved in the administration of departmental health and medical care service programs as well as to professional staff members of other state agencies and institutions and community social service agencies and institutions; 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 provisions of federal and state laws relating to the assigned program; a thorough knowledge of community resources and the ability to utilize them effectively; the ability to assign, supervise and review the work of a professional and non-professional social case work staff, or, to provide consultative services to field and/or staff personnel; the ability to establish and maintain effective working relationships with patients or clients, 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 Master's Degree in Social Work from an accredited institution of higher education; and

Experience: Such as may have been gained through: employment as a Professionally Trained Social Case Worker or Casework Supervisor; or, at least two years full-time employment in a social case work capacity in a public or private social case work agency, hospital, clinic, institution, or medical or health care program requiring the application of social case work principles and practices on behalf of individuals with complex and varied social problems.

Class Revised: September 2, 1973

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