

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Agency:	Board of Commissioners	Employee Name:	
Class Number:	30134	Position Title:	Social Services Supervisor 1
Position Number:	31000.0		
Dept/Div:	Job and Family Services	Civil Service Status:	Classified
Unit:	Children Services	Employment Status:	Full-time
Reports To:	Children Services Administrator	FLSA Status:	Non-Exempt
EEO Status:	(02) Professionals	DOT/O*Net Code:	195.137-010/21-1021.00
		Normal Work Hours:	Weekdays, 8:00 a.m. – 4:30 p.m.

GENERAL DESCRIPTION:

Under general direction of the C.S. administrator, directly supervises social services worker 2; carries a small case load pertaining to social services which involves extremely difficult or volatile cases; interprets, clarifies, and recommends changes to procedures, policies, and regulations pertaining to social services; serves on internal and external committees which deal with social services issues.

QUALIFICATIONS: An example of acceptable qualifications:

Two (2) years' experience as a social services worker 2, 30132; or completion of undergraduate major core coursework or two (2) years technical training in behavioral science, social science, early childhood development technology, education, or related field, plus two (2) years' experience in a position similar to a social services worker 2, 30132; or two (2) courses in adult psychology one (1) of which must be in the area of gerontology or 12 months experience, two (2) courses or 12 months experience in child psychology, two (2) courses in social welfare or other sociology related topic or 12 months experience, two (2) course or 12 months experience in counseling, one (1) course or six (6) months experience in interviewing techniques, one (1) course or six (6) months experience in domestic violence, and one (1) course or six (6) months experience in courtroom procedures, plus two (2) years' experience in a position similar to a social services worker 2, 30132; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Note: Each supervisor hired by a public children services agency shall complete the required number of in-service training hours in accordance with Section 5153.122 of the Ohio Revised Code during the first year of the supervisor's continuous employment in that position.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Motor vehicle, cell phone, personal computer, computer software (e.g., DJFS specific software, etc.), printer, copier, fax machine, telephone, and other commonly utilized office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in and around crowds; has contact with potentially violent or emotionally distraught persons; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; uses or works in proximity to firearms; has exposure to potentially vicious animals; has exposure to hazardous driving conditions; has exposure to life threatening situations; works second/third shift; works rotating shift; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Employee Name:	Position Title: Social Services Supervisor 1
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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 60% (1) Provides direct supervision to assigned staff (e.g., determines need for new staff members; effectively interviews applicants and recommends for hire; trains new and current employees; disciplines subordinates, when necessary; receives and screens intake calls to determine course of action; completes assessments for Adult Protective Services (APS); assigns cases; assigns tasks and reviews work in order to ensure that operations comply with federal, state, and local laws and regulations; monitors investigations to maintain child safety; schedules work; meets with subordinates regarding complaints; evaluates performance; reviews and recommends leave requests; recommends discipline; recommends pay assignments; etc.); reviews time sheets and submits to payroll department; communicates with C.S. administrator regarding unit (e.g., policy changes of programs; complaints; daily operations; etc.); reviews documentation to close cases; receives and screens adult protective service calls. acts in place of the Children Services Administrator in his/her absence.

- 25% (2) Removes children as necessary and in accordance with policy and procedure; places children in foster care in accordance with policy and procedure; carries mobile phone for administrative consultation and crisis intervention; performs work of subordinates in absence if needed; completes necessary paperwork (e.g., PASSS funds/applications; etc.); assists with interpreting and implementing agency policy within children's services unit; recommends policy changes; assists with the development of policy; conducts staff meetings and trainings; conducts and participates in planning meetings; compiles data and prepares necessary reports; reviews cases and conducts conferences as needed.

- 10% (3) Establishes and maintains effective working relationships with organizations, agencies, and individuals in the community (e.g., juvenile court, prosecutor's office, attorneys, medical professionals, etc.). Is on an "on call" supervisor schedule for comprehensive emergency services.

- (4) Maintains required licensures and certifications.

- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

- (6) Attends professional education and training sessions, seminars, and workshops as directed.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs other duties as required.

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Employee Name:

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MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: office practices and procedures concerning all aspects of social services programs, policies, etc.; children/social services counseling; interviewing; social work techniques; agency software; children/social services laws and/or regulations; department goals and objectives*; department policies and procedures*; investigation techniques; federal, state, and local laws; community resources and services; English grammar and spelling; employee training and development; supervisory principles and practices; case management; foster care policies, programs, rules, and regulations; social services policies, programs, rules, and regulations.

Skill in: typing; word processing; computer operation; use of modem office equipment; telephone console operation; motor vehicle operation.

Ability to: interpret social services policies; understand, interpret, and apply laws, rules, or regulations to specific situations; perform basic addition and subtraction; prepare accurate documentation; use proper research methods to gather data; train or instruct others; interpret technical material; explain legal and technical issues to others; interact with hostile or angry clients; understand a variety of written and/or verbal communications; maintain accurate records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; discipline others; assign work to others; recognize errors in the work of others; safeguard information of a sensitive or confidential nature.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Social Services Worker 2, 32006.0, 32007.0, 32008.0, 32009.0

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)