

POSITION POSTING- PREBLE COUNTY JOB AND FAMILY SERVICES  
CHILDREN SERVICES DIVISION

POSITION: **SOCIAL SERVICE SUPERVISOR 1**

RANGE: PAY RANGE 9 \$20.96 – 29.89

DEADLINE FOR APPLICANTS: Until Filled

**DUTIES OF POSITION:** Provides direct supervision to Social Service Workers and/or other professional social services personnel. May carry a small case load pertaining to social services which involves extremely difficult or volatile cases, interprets, clarifies and recommends changes to procedures, policies, regulations, and laws pertaining to social services, and serves on internal and external committees which deal with social service issues.

Monitors the workload and assigns responsibilities to meet Local, State and Federal program requirements. Monitors case review procedures to ensure effective delivery of services. Trains new and current employees on agency policies and procedures as well as State and Federal program requirements.

Determines need for new staff members. Interviews applicants and makes recommendations for the hiring of new employees, initiates actions for the termination of employees. Reviews, approves, or denies employee requests for leave. Screens all reports of child abuse and elder abuse, logs all reports of child abuse and elder abuse. Assigns cases to Social Service Workers as appropriate.

Interprets/makes decisions based on current policies/procedures and recommends changes as needed regarding placement of children and/or if child should be removed. Monitors unit to ensure that goals/services are being delivered as required. Will carry after hours pager to respond to emergency calls and support caseworkers. Contacts Judge/Prosecutor to obtain court orders. Arranges for foster care when children need to be removed. Works with the administrators/managers of the other PCJFS divisions as a team to develop and implement procedures that promote consistency and efficiency within the agency. Seeks alternative funding streams for child placement and child services and works to reduce the incidents of paid, out of home placement for children.

Answers general inquiries concerning child cases. Prepares required reports/statistics for submission to state and/or in-house administrator. Presents public speeches to schools, civic organizations and individuals at risk (e.g. abuse and/or neglect of their children) in an effort to educate members of the community. Trains community partners in detection of child abuse and/or elder abuse and neglect. Consults with other team members regarding cases.

Act as the SACWIS super user and ensures correct and timely entries into SACWIS. Works with the fiscal department to provide accurate entries to ensure proper payment to providers and vendors.

Other duties as assigned

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## MINIMUM REQUIREMENTS:

Bachelor's Degree in a Human Services related field (behavioral science, social science, early childhood development, or related field) and 2 years' experience as a Social Services Worker 2 in a Human Services related field.

Or- education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

We are looking for a highly motivated, progressive leader who can work with the Child Welfare team and provide a positive work environment in which staff feel valued and families feel empowered. We need a person who can be a valuable part of the management team and assist in decision making that could affect the entire agency. The agency consists of Social Services, Public Assistance programs, Child Support and Workforce Investment programs. This person must be able to have a good rapport with the public, including but not limited to the board of county commissioners, the prosecutor's office, and the juvenile court staff.

## UNUSUAL WORKING CONDITIONS/HAZARDS

The incumbent, as a supervisor, is responsible for the safety and health of neglected or abused children and older adults and for the enforcement of laws and standards concerning the safety or health of neglected or abused children and adults. The incumbent is responsible for supervising employees who must pay attention to ensure that their actions do not create dangerous situations for individuals who have been subject to abuse or neglect. Additionally, the incumbent generally works under favorable working conditions. The incumbent performs his/her work in a stable office environment. As such the position involves very limited probability of any injury. Also, the probability of accidents or health hazard is negligible. The incumbent will be required to carry and respond to an after hours pager as a part of their duty.

This Social Service Supervisor 1 position is required to attend 60 hours of in-service training during the first year of employment in this position and 30 hours annually following the first year in subjects that are relevant to the supervisor's duties.