



Madison County Department of Social Services

Connie M. Harris, MPA
Director

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5707 U.S. Hwy 25/70, Unit D
P.O. Box 219
Marshall, NC 28753

VACANCY ANNOUNCEMENT

POSITION: Social Work Program Manager

GRADE: 73

SALARY: \$65,259.07

DUTIES/RESPONSIBILITIES: This primary purpose of this position is to manage and provide overall supervision for Child Welfare and Adult Social Work Services. This position is part of the management team and serves to assist the Director by effectively contributing to the function of the Social Work unit. This position reports to the Director.

This position provides three unit supervisors with the type of supervision required to ensure that the programs offered provide quality services. This position has the responsibility to ensure that all Federal, State and County policies are adhered to and the quality of work and the provision of services are maintained to the highest degree possible. This position has the oversight and responsibility to ensure program compliance with any monitoring, audits or reviews conducted by state personnel and/or fiscal auditors.

Supports collaboration with service providers, foster parents and other placing agencies to ensure the highest quality of services is provided to the children and adults who are served. Compiles data for agency and state-wide surveys and reports.

Consults with the director to modify and/or change work assignments to maintain a balanced workload among employees.

Ability to supervise, train and direct social work supervisors, social workers and/or student interns. Ability to establish and maintain effective working relationship with agency management, agency supervisors, community professionals and clients. Ability to provide the appropriate encouragement and support to social workers in crisis situations as well as day-to-day supervision.

Monitors the work of subordinate employees through the review of reports, cases, conferences and informal discussions.

Responsible for participating in the hiring process, performance evaluations, approving leave requests, making recommendations for disciplinary action, promotion recommendations, interpreting and applying Federal and State policies and explaining and implementing changes in policy, when necessary.

The Social Work Program Manager will work in disaster shelters when necessary and will perform other duties as assigned by the Director.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of methods and principles of casework supervision and training. Considerable knowledge of social work principles, techniques and practices and their application to specific casework and community problems. Considerable knowledge of behavioral and socioeconomic problems and their treatment and governmental and private organizations and community resources. Considerable knowledge of the laws, regulations and policies which govern social work programs. Ability to supervise, train, or orient social workers, interns and other staff. Ability to communicate effectively in written and spoken work; ability to express ideas clearly and concisely and to plan and execute work effectively.

Ability to accept responsibility and account for his/her actions. Ability to perform work accurately and thoroughly. Ability to work independently with minimal supervision. Ability to multitask in a fast-paced environment. Ability to find a solution for or deal proactively with work-related problems. Ability to utilize the available time to organize and complete work within given deadlines.

MINIMUM TRAINING AND EXPERIENCE: Master's degree in social work from an appropriately accredited institution and three years of social work or counseling experience, two of which was in a supervisory capacity; or a bachelor's degree in social work from an appropriately accredited institution and four years of social work or counseling experience, two of which were in a supervisory capacity; or a master's degree in a counseling field from an appropriately accredited institution and four years of social work or counseling experience, two of which were in a supervisory capacity; or a bachelor's degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling from an appropriately accredited institution and five years of social work or counseling experience, two of which were in a supervisory capacity; or a bachelor's degree from an appropriately accredited institution and six years of experience in rehabilitation counseling, pastoral counseling or a related human services field providing experience in the techniques of casework, group work or community organization, two of which were in a supervisory capacity; or an equivalent combination of education and experience.

EXPERIENCE PREFERRED: At least three years of experience working in Child Welfare and/or Adult Protective Services within a North Carolina County Department of Social Services.

CONDITIONS OF EMPLOYMENT: Must have valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check will be conducted. Must be flexible in work hours as afterhours work is required. Regular, predictable work attendance is required and is expected. This position is exempt under the Fair Labor Standards Act.

HOW TO APPLY: Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office. Therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience.

A NC State Application Form (PD 107) and official college transcripts are required and may be submitted by mail, email or fax to: Connie M. Harris, MPA, Director. Madison County DSS 5707 U.S. Hwy 25/70, Suite 1, Marshall, NC 28753; charris@madisoncountync.gov; Fax: 828-649-3687

CLOSING DATE: Open until Filled

MADISON COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

