



## Madison County Department of Social Services

Connie M. Harris, MPA  
Director

Telephone: 828-649-2711  
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5707 U.S. Hwy 25/70, Unit D  
P.O. Box 219  
Marshall, NC 28753

### VACANCY ANNOUNCEMENT

**POSITION:** Social Work Supervisor II – Adult Services  
**GRADE:** 70  
**SALARY:** \$50,576.54

**DUTIES/RESPONSIBILITIES:** The Social Work Supervisor II is responsible for planning, organizing, and coordinating the activities of the Adult Services Unit and supervising a staff of social workers who provide direct and indirect services to clients. The supervisor monitors service delivery to assure that services are provided in compliance with legal mandates as well as state and local policies. The supervisor assigns cases to social workers and provides ongoing case supervision with unit staff in the provision of all services to adults. The unit is comprised of three Social Workers who provides the following services to adults: Protective Services for Adults, Placement Services, Monitoring of Family Care Homes/Assisted Living Facilities, Guardianship, In-Home Services, Intake, Representative Payee, Work First Family Assistance Employment Services, In Home Aide services and Emergency Assistance. The supervisor represents the agency in working with other community agencies and resources. The supervisor provides supervisory consultation to employees covering Adult Protective Services on-call duties for the agency, will work in disaster shelters when necessary and will perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** 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 and other staff. Ability to express ideas clearly and concisely and to plan and execute work effectively.

**MINIMUM TRAINING AND EXPERIENCE:** Master's degree in social work from an appropriately accredited institution and one year of directly related experience; or a bachelor's degree in social work from an appropriately accredited institution and two years of directly related experience; or a master's degree in a human services field from an appropriately accredited institution and two years of directly related experience; or a bachelor's degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor's degree from an appropriately

accredited institution and four years of directly related experience; or an equivalent combination of education and experience.

**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 may be required. Computer skills required. Regular work attendance is expected and is required. 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

or  
[charris@madisoncountync.gov](mailto:charris@madisoncountync.gov)

or  
Fax: 828-649-3687

**AN EQUAL OPPORTUNITY EMPLOYER**

**CLOSING DATE: Open Until Filled**