

Social Services Supervisor

Date Posted:	February 26, 2019
Department:	Family Services
Compensation:	\$31.72 per hour
Hours	Full Time, 40 hours per week
Deadline:	Friday, March 22, 2019 at 4:30pm

You must apply online at the [Minnesota Department of Human Services Website](#) for this position. A county application *is not* required.

Merit System exam must be completed to be eligible for this position.

Job Summary

Under the general direction of the Human Services Director, performs highly responsible work in the administration and supervision of social service programs involving the development, interpretation and assessment of a wide range of social service program policies and procedures. Supervises and directs the work of professional and paraprofessional personnel within a broad array of complex and interrelated social service programs. Assumes responsibility for the development and maintenance standards within assigned units working toward the agency's goals and objectives. Performs related work as assigned. Work is performed in an office setting. Work assignments follow a general outline with an employee in this class free to develop own sequences and methods within the scope of established policies. Work is periodically checked for progress and conformation to established policies and requirements. Consequence of errors could result in disadvantages to clients, censure by State and potential loss of funds.

Essential Functions

40% Supervision:

1. Supervises social services staff and creates work assignments.
2. Selects adequate personnel for the unit; trains all workers in all aspects of their duties; evaluates staff performance and recommends appropriate action; oversees related personnel actions.
3. Have ability to supervise and stimulate staff growth and development.
4. Ability to coordinate and supervise mandated on-call service as well as provide direct on-call service.
5. Ability to provide supervision to social work licensure (LSW) candidates.

20% Administrative:

1. Prepares, develops and monitor's unit's budget and the procurement of funding
2. Performs program analysis and needs assessment.

3. Ensures that Agency and State policies, rules and regulations are adhered to and proper social work practices are being observed.
4. Assumes responsibility for writing and monitoring purchase of services contracts.
5. Interprets and assists in the development of policies through staff meetings, conferences and meetings with the Director and the Department of Human Services.
6. Analyzes, evaluates, modifies, and coordinates procedures involved in administration of a social service unit.
7. Prepares statistical, financial and activity reports for assigned programs or functions for transmittal to the Director, County Board and State Agency.
8. Arranges and attends meetings with community organizations, providers of social services and other agencies to develop and coordinate a comprehensive non-duplicated service delivery system.
9. Assists in developing and writing agency community social services plan.
10. Establishes and maintains effective working relationships with the community, local, county and state levels of government, professional organizations, community groups and the general public.
11. Confers with County Attorney's office regarding legal aspects of social service issues.
12. Presents items to the county board regarding social service unit/division needs, services and requests.
13. Have knowledge of the operations, procedures and services of the County, of community resources and the functions of other social service and financial agencies.
14. Have knowledge of current federal and state laws relevant to human service programs, and an understanding of the state human services programs and the county's relationship to these programs.
15. Have ability to adapt and change to meet complex needs and law changes.
16. Have ability to assist in the formulation of social service programs.
17. Have ability to write contracts and grants.
18. Have ability to collect and interpret data and fiscal management procedures.
19. Have ability to establish and maintain effective working relationships with co-workers, clients and the community in general.
20. Have ability to analyze program functioning and recommend sound alternatives of restructuring.

20% Clinical:

1. Interview clients when exceptional problems arise, listen to concerns, grievances and recommends/takes appropriate actions.
2. Have ability to provide clinical supervision.
3. Provides oversight of pre-placement screening team.
4. Ensure appropriateness and supervise commitment and out of home placement of all children and adult cases.

20% Quality Assurance

1. Participates in risk management and other quality assurance activities by:
 - a. Assuring adherence to client bill of rights, data privacy, record protection, vulnerable adults' policies, child protection policies and other relevant policies;
 - b. Managing incident reports, informing the director of such;
 - c. Participating in program evaluations;
 - d. Participates in survey and other audits, developing corrective action plans as required;
 - e. Monitor quality of contracted entities for client's care, funding and outcomes including onsite inspection for compliance.

Minimum Qualifications

- Master's Degree
- 3 years experience
- Must be on the Merit System register

Physical Demand Analysis Summary

In a typical 8 hour work day, this person sits 5½ hours, stands 2 hours and walks ½ hour. Notable physical demands include:

1. Up to 10% of the time may lift and carry up to 24 pounds.
2. Up to 30% of the time may require written communication, hearing normal conversation and seeing with depth perception.
3. Up to 70% of the time may require verbal communication and seeing with a full field of vision.
4. Up to 10% of the time may require driving automotive equipment.
5. Up to 50% of the time requires use of hands at waist and chest level.
6. Up to 40% of the time use of a computer.

Essential Job Duties and Primary Responsibilities

The essential job duties for this position are regular and timely work attendance, ability to develop respectful and cooperative working relationships, ability to use computer.

Extent of Supervision or Guidance Provided

Reports to the Family Services Director

Supervision of Others

Social Workers

Case Aides

Benefits:

This position will receive the following benefits:

- Insurance (Health, Dental, Life)
- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

Salary

\$31.72 per hour. (Range 16, Exempt, Non-union position)

Hours of Work

Monday – Friday, 8:00 a.m. – 4:30 p.m.

Pension

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

INSURANCE

Coverage becomes effective the first of month following 45 days from hire date. We currently offer 3 health plans. Cost is per month:

	Single Coverage	Family Coverage
\$250 Deductible	\$32.88	\$890.44
\$750 Deductible	\$0	\$679.92
\$2000 Deductible	\$0	\$236.58

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$37.98

Single plus one: \$68.30

Family: \$112.02

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.