JOB DESCRIPTION
Social Services Supervisor I – Social Services

Job Title: Social Services Supervisor I

Department: Social Services

Classification: Grade 39 (Non-contract; BMS Petition Teamsters Local 346 received)

FLSA Status: Exempt (Administrative)

Position Description: Professionals - The Social Services Supervisor I works with the Social Services Director in determining the most appropriate and effective ways to implement various laws, regulations, policies and contracts pertaining to the operation of the Adult Social Services Unit and Children Social Services Unit. Direct supervision of staff within the Unit, providing leadership and vision toward common goals and the philosophy of the Agency. Write and work on appropriate grants/funding opportunities; oversee contracts for providers of adult services and children services; represent the agency on assigned committees and projects.

Supervisor’s Job Title:
Direct – Social Services Director

Total # of full-time equivalents with job title that report directly to this job:
Adult Services:
Social Worker: 10

Children Services:
Social Worker: 10
Family Based Service Provider: 2

Total # of full-time equivalents with job title that report indirectly to this job: 0

QUALIFICATIONS:
Minimum Qualifications:
- Master’s Degree from an accredited college/university in Social Work, Clinical Psychology, Counseling Psychology, Human Services Administration or closely related field (i.e. applied behavioral sciences) (must attach transcript) and 1 year work experience as a social worker; Or Baccalaureate degree from an accredited college/university (must attach transcript) and 4 years work experience as a social worker.
- 1 year education (must attach transcript) and/or work experience with Microsoft Word and Excel.
- Valid driver’s license and reliable means of transportation.
- Successful completion of a Child Protection Background Check (M.S. 299C.60 – 299C.64, as amended) and Predatory Offender Registration Check and Sexual Exploitation Background Check (M.S. 604.20 – 604.205, as amended), all contingent upon a job offer.
Knowledge, Skills & Abilities:
Knowledge:
- Principles, techniques and practices of social work and social work supervision.
- State and federal social human services laws, rules and regulations.
- Social problems, their causes, effects and means of remediation.
- State social services/human services programs.
- Human behavior and behavioral sciences, including human growth and development, dynamics of interpersonal relationships and family dynamics.
- Interviewing techniques and methods for obtaining and communicating information.
- Community resources for providing assistance to families, individuals and groups.
- Cultural and subcultural values and patterns of behavior.
- Relevant computer systems and software.
- Principles and techniques of achieving change in individuals and groups.
- Training and supervisory techniques and an ability to successfully apply techniques as needed.

Skills:
- Establish and maintain effective working relationships.
- Effectively communicate verbally and in writing.

Abilities:
- Instruct, direct and evaluate employees.
- Communicate with persons with mental illness, disabilities and with members of different cultures.
- Work in an automated environment and to use computers, fax machines, scanners, printers and other equipment.
- Maintain records, prepare reports and compose correspondence related to the work.
- Work tactfully, collaboratively and diplomatically with others.
- Persuade or influence people in favor of specific actions, changes in attitude or insights.
- Interact potentially with every resident in Hubbard County and with various agencies, businesses and providers throughout the region and state, including law enforcement, courts, tribes, schools and community health.
- Freedom to act and problem solving: wide latitude, discretion and flexibility allowed within the parameters of federal, state, county and agency policies, procedural guidelines and program requirements; organize for efficient and effective provision of services within parameters; due to complexities of duties, the funding involved and the need for coordination, the Social Services Director must be kept informed as to the status of the programs; ongoing communication with the Social Services Director is expected with the goal to get the mission accomplished utilizing the resources available to the agency.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.
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Social Services Supervisor I – Social Services

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<tr>
<th>ESSENTIAL DUTIES OF THE POSITION: (These duties are a representative sample; position assignments may vary.)</th>
<th>FREQUENCY:</th>
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<tr>
<td>• Assist the Social Services Director in: hiring, transfer, suspension, promotion, discharge.</td>
<td>100%</td>
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<td>• Responsible for: assignment, reward, recommend discipline, direction of the work, adjust grievance(s) as provided by the collective bargaining agreement(s), performance review(s).</td>
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<td>• Assist with leading staff in developing and implementing the Department mission and service delivery plan in alignment with the County mission and budget.</td>
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<td>• Identify staff development and training needs and ensures that training is obtained.</td>
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<td>• Hold individual conferences/meetings with staff and interpret agency/state policies, rules and regulations.</td>
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<td>• Review case records to ensure that agency and state polices, rules and regulations are adhered to and proper social work practices are being observed.</td>
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<td>• Monitor and evaluate the provision of client services in the program area.</td>
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<td>• Foster effective community-agency relations and organize community projects.</td>
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<td>• Participate in community meetings and responsible for the utilization of community resources.</td>
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<td>• Write and monitor purchase of service contracts with area vendors.</td>
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<td>• Interview clients when special problems arise, listen to concerns, grievances and recommend/take appropriate action.</td>
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<td>• Handle emergency situations when necessary.</td>
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<td>• Perform program analysis and needs assessments.</td>
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<td>• Assist in the planning and development of the social services budget; monitor the division/unit budget; provide justification and rationale to the Social Services Director regarding division/unit budget needs, requests, and deviations.</td>
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<td>• Assist in writing and developing the agency community social service plan.</td>
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<td>• Maintain records, prepare reports and compose correspondence relative to the work.</td>
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<td>• Assist with on-call as needed/requested.</td>
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<td>• Assist with client drug screening requirements.</td>
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Regular attendance on the job.
Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

CLASSIFICATION HISTORY:
Position prepared by Hubbard County
Date last Reviewed: (July 2019)