

SOCIAL WORK SPECIALIST - SUPERVISOR

KIND OF WORK

Specialized advanced supervisory social service work.

NATURE AND PURPOSE

An employee in this class assumes a high degree of clinical, administrative supervisory responsibility in the field of social work. This employee may perform clinical duties in which s/he has special expertise such as teaching and training others in social work concepts and techniques. Additional responsibility includes acting in a clinical consulting capacity to community groups and individuals as well as other professionals within the work setting. Supervisory responsibility include assigning and controlling the work of subordinate staff, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations. Administrative supervision is received from either the Social Service Supervisor or other higher level administrative personnel, although the employee is expected to function with considerable independence in carrying out responsibilities.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides direct clinical services to clients in an area of special competence such as group work, family therapy, or marital counseling.

Establishes and maintains coordinating procedures with community facilities that expedite direct services to clients.

Researches and develops needed specialized treatment approaches.

Directs the administration of social work programs including the supervision of other social work staff.

Identifies gaps in social work services in order to enhance effectiveness to clients and community.

Provides clinical consultation to staff within the institution/agency as well as to community.

Facilitates communication between disciplines and conducts staff development programs for social work staff.

Formulates, evaluates, and installs social work policies and procedures for unit.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The principles and techniques of professional social service work.

Community resources available for utilization in the various welfare services.

State and federal laws related to mental health and welfare programs.

Considerable knowledge of the functions and organization of state, local, and federal agencies in the health and welfare field.

Modern methods and principles of administrative supervision.

Ability to:

Communicate, demonstrate, and use skills to provide effective service.

Ability to plan and organize work effectively.

Ability to express social concepts thoroughly and concisely.

Ability to establish and maintain effective working relationships with other staff, clients, and community groups.

Est.: 7/81
Rev.:

T.C.:
Former Title(s):