

Edgecombe County Department of Social Services
P. O. Box 370
122 E. St. James Street
Tarboro, NC 27886

Social Work Supervisor III –Support Team I

Fully Qualified Salary: \$43,691

Posted: Internal, NC Works Career Center, Edgecombe County Website, NC Social Services Jobs, Indeed.com

Position Description: - 165-40-502

This position is located within Child Welfare Services and work in this position involves assisting higher level management in the development and interpretation of policies which govern the children services and adult services programs and consultation and training responsibilities. Duties include policy development, training, program evaluation and monitoring, review and revision of manuals. Employee will begin in the preparation of staff for the implementation of NC FAST, attend meetings, webinars and participate on conference calls. Coordinate and oversees MAPPS training. Attend CFT and APEX meetings. Position supervises 2 Social Work Intake positions and 2 Accounting Clerk positions. Position perform other duties as assigned. A valid NC State driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business must maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10 section G.) This position performs disaster related duties during emergency disasters and shelter openings. Position performs other duties as assigned. This position is located at the Human Services Building in Tarboro; however, office location may change based on the needs of the agency.

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 lower-level social workers, students, interns, or other staff.
- Ability to express ideas clearly and concisely and to plan and execute work effectively.

Minimum Training and Experience Requirements

- Master's degree in social work from an appropriately accredited institution and two years of directly related experience;
- Bachelor's degree in social work from an appropriately accredited institution and three years of directly related experience
- Master's degree in a human services field from an appropriately accredited institution and three years of directly related experience
- Bachelor's degree in a human services field from an appropriately accredited institution and four years of directly related experience
- Bachelor's degree from an appropriately accredited institution and five years of directly related experience or equivalent combination of education and experience
- Preferences: Prefer applicants with strong computer skills and working knowledge of Microsoft Office. Preferences include strong verbal and written communication skills. Bilingual applicants encouraged to apply.

Application Period: 08/02/2018 -Until Filled

Application Deadline: Open Until Filled

Application Process: Applications are available online at www.edgecombcountync.gov. Applications can be picked up at the Social Services Office at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications are to be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St. Tarboro, NC 27886. Applicants may apply through the Division of Employment Security. Electronic copies, fax copies, incomplete or unsigned applications will not be considered. **Official transcripts or any transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.**

AA/EOE