

**HUMAN SERVICES BUILDING  
EDGECOMBE COUNTY DEPARTMENT OF SOCIAL SERVICES  
122 E. ST. JAMES STREET  
P. O. BOX 370  
TARBORO, NORTH CAROLINA 27886**

Social Work Supervisor II – Work First & Day Care  
Fully Qualified: Salary Range: \$37,742

165-40-453

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

**Position Description:**

This position supervises the Work First Employment, Cash and Day Care Units. Supervisor develops short-term and long-term goals for a wide array of services in Work First. Position coordinates services to the TANF eligible and 200% population and assures that services are provided in a wide variety of programs within Federal, State and County regulations. Supervisor assigns caseloads and work responsibilities to one (1) Work First IM Caseworkers, one (1) Work First Employment Social Workers, one (1) Day Care Social Workers and one (1) Office Support staff that are assigned to the unit. This position is responsible for overall supervision, program planning, establishing priorities and implementing program objectives for the Employment program. The responsibilities in this area include the dissemination of information regarding the program, new employee orientation and training, general policy and procedures training in groups or on a one-to-one basis, and case specific consultation and supervision. Position is responsible for monitoring records and assuring that service delivery standards are met and that program guidelines are followed. Position will review records routinely and findings will feed into worker-specific notes that will be maintained on each case manager for whom this position is responsible. Problem areas will be noted and dealt with through the regular personnel channels. Supervisor creates and manages local information systems that provide data and serve as a resource in assuring caseloads are equitable and ensure appropriate service delivery to clients as mandated by various agency policies and state and federal laws. Position performs other duties as assigned. A valid NC state driver's license is required as well as the ability to travel within the context of the job. Employees operating their personal vehicles for county business shall 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.). Proof of vehicle liability insurance is required. Position is located in the TARBORO OFFICE, 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 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.

Preferences: Prefer applicants with computer experience and/or knowledge of State Network Systems, Enterprise Program Integrity Control System (EPICS) system and imaging programs and Windows software including Microsoft Word. Bilingual experience helpful.

**Application Period: 03/06/2018-Until Filled**  
**Application Deadline: Open Until Filled**

Application Process: Applications are available online at [www.edgecombecountync.gov](http://www.edgecombecountync.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 are required.

A transcript of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.

*A pre-employment drug screening and criminal history check is required.*

**AA/EOE**