

CASEWORK SUPERVISOR

GENERAL STATEMENT OF DUTIES: Plans and supervises the work of assigned Social Service Workers; works under supervision; performs related duties as required.

STATEMENT OF TASKS:

Supervises, instructs and orientates Social Service Workers (SSW) in casework techniques and procedures;
Advises SSW's on the investigation and analysis of more difficult cases;
Reviews and evaluates casework studies by reviewing reports of subordinates, by holding conferences and observing results of cases investigated and recommendations developed;
Approves recommendations of caseworkers before submitting reports to supervisor;
Coordinates activities of SSW's with activities of other social agencies;
Keeps abreast of professional development in the field;
Prepares periodic and special reports of cases investigated;
May be required to maintain a caseload.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of social, economic and health problems;
Thorough knowledge of casework philosophy, methods and practices involving individual and group behavior;
Thorough knowledge of the laws of Michigan which apply to the specific department assigned;
Thorough knowledge of the methods of treating social problems;
Thorough knowledge of casework supervision;
Ability to supervise and train others, to develop good relationships with other agencies and groups, and to deal effectively with the public;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Master's degree in Sociology, Psychology, Criminal Justice, Social Work, Corrections or Guidance and Counseling and two (2) years of experience as a Social Service Worker;

OR

Bachelor's degree and five (5) years of experience as a Social Service Worker.

Established: June 13, 1984
Revised: July 9, 1986
Revised: January 4, 1999


Personnel Director