

Code: 5228

Title: SOCIAL WORKER SUPERVISOR

SUMMARY: Plans, organizes, supervises and participates in social work services in a hospital, institutional or community setting.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Directs, supervises, trains and evaluates social services staff;
Arranges for institutional placement of clients;
Acts as discharge coordinator making necessary community referrals to facilitate discharges;
Interprets County and department policy and relevant laws, rules and regulations;
Monitors program services and quality of care, identifies problem areas and recommends program changes;
Maintains liaison with and refers patients and clients to appropriate community resource agencies;
Provides direct social services to individuals and families in a hospital, institutional or community program;
Recruits sponsors, recommends certification and monitors certification criteria for adult foster care homes;
Monitors and evaluates home environment to determine if client's needs are being met;
Develops training modules to address the psychosocial needs of clients, family members or sponsors in programs such as Adult Foster Care;
Maintains various records and prepares reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- methods, principles and practices used in social work;
- community resource and social service agencies;
- economic environments, cultural and community attitudes and social mores;
- counseling principles and procedures;
- effects of illness and disability on client's social and emotional functioning;
- supervisory techniques and practices.

Skill in:

- counseling patients, clients and families;
- communicating effectively;
- establishing and maintaining effective working relationships with others;
- directing, supervising, training and evaluating subordinates;
- interpreting relevant laws, rules and regulations as they pertain to the social service area;
- writing reports and analyzing data;
- analyzing and evaluating social service and developing recommendations for improvements.

MINIMUM QUALIFICATIONS:

(1) A Master's degree from an accredited college or university with a major in social work and two years of experience in social service work in a medical or long-term care facility.

OR

(2) Two years of experience as a Social Worker with Pima County.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 11/24/96(lv)