

CLASS TITLE: SENIOR CASE WORK SUPERVISOR

Class Code: 02824400

Pay Grade: 30A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned, to be responsible for the supervision of a professional and/or non-professional social work staff engaged in providing a program of social welfare services such as public assistance, child welfare, clinical social casework services in a hospital setting, or other comparable programs in social welfare services and to assist in the coordination of such services with local city and town social welfare services; or, as assigned, to provide consultative services to field and staff service personnel to insure full utilization of an agency's resources in carrying out the provisions of an assigned social welfare service program; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior who outlines policies, methods and procedures, gives technical assistance as required, and reviews work upon completion through conferences and submitted reports.

SUPERVISION EXERCISED: Plans, supervises, reviews and coordinates the work of a professional and/or non-professional social work staff; provides administrative review of work performed through jointly planned individual and staff conferences and submitted reports for results obtained and conformance to accepted social case work principles and practices, laws, and agency policies, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In an assigned area of the State consisting of several district offices, to be responsible for the supervision of a professional and/or non-professional social work staff engaged in providing a program of public assistance services, including old age assistance, aid to dependent children, aid to the blind and aid to the disabled; or;

As assigned, to be responsible for the supervision of a professional and/or non-professional social work staff engaged in providing a program of child welfare services including child-parent relationship, juvenile behavior, foster homefinding and foster home care, services to children in their own homes, protective services, day care, adoption investigation and placement, special court investigations including adoption and child marriages, and other related services necessary for the protection of homeless, dependent, and neglected children in the community; or,

As assigned, to be responsible for the supervision of a group of professional and/or non-professional social work staff, assigned to clinical teams, engaged in the application of social casework techniques, in collaboration with medical and para-medical professions, in the diagnosis and treatment of patients or persons in a clinical setting in a hospital (such as the Rhode Island Medical Center); or,

As assigned, to provide consultative services to field and staff service personnel to insure full utilization of an agency's resources in carrying out the provisions of an assigned social welfare service program such as a public assistance program involving consultative services on rehabilitation and employment, staff training, and policies and procedures, or, a statewide mental health or public health program involving consultative services with the objective of removing or alleviating social, emotional or environmental problems of patients and promote their return to a normal and effective pattern of living; or

As assigned, to be responsible for the supervision of a professional and/or non-professional social work staff engaged in providing any other comparable level programs of social welfare services.

To make administrative decisions on difficult case work problems and to provide the leadership and development of independent action necessary for case work supervisors to dispose of future case work problems of a similar nature.

To be responsible for the effective operation of an in-service training program, through case work supervisors, by providing leadership and direction for the development of the abilities of staff members and by assisting them in their understanding of agency policies and procedures as well as the administrative and technical aspects of the assigned social welfare service program.

To assist in the development and utilization of community resources to meet general and specific problems in the assigned program of social welfare services.

To stimulate and provide for staff participation in the formulation of agency policies and procedures and in the interpretation of agency needs.

To be responsible for and to participate in a program of public relations.

To be responsible for the collection of statistical data for the preparation of specific reports and projects.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of social case work principles, practices and techniques and the ability to apply such knowledge in supervising an assigned social welfare services program or in providing consultative services to field and staff service personnel engaged in carrying out such a program; a thorough knowledge of individual emotional, behavioral and environmental patterns, as well as social and economic factors that contribute to personal maladjustment, illness and dependency; a thorough knowledge of the various provisions of federal and state laws as they relate to the assigned programs; a thorough knowledge of community resources and the ability to utilize them effectively; the ability to plan, supervise, and review the work of a professional and/or non-professional social work staff and to assist superiors in the evaluation of the effectiveness of an assigned social welfare services program; the ability to develop and direct an in-service training program in an assigned program area for a subordinate professional and/or non-professional social work staff; the ability to evaluate agency policies and procedures in an assigned social welfare service program; the ability to establish and maintain effective working relationships with superiors and associates, other public and private agencies, the community and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work from an accredited institution of higher education; and

Experience: Such as may have been gained through: at least two years full-time employment in a case work supervisory position in a public or private social case work agency hospital, institution, or mental health or public health program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: May 31, 1973

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