
Supervisor, Social Services(Job Id 1056)

Location: US:OH:Cleveland

Category: Division of Children & Family Services

Salary: 60,403.20-72,508.80 USD

Post Date: 11/10/2022

Close Date: 11/27/2022

Description

Department: Division of Children and Family Services

Anticipated Work Schedule: 4pm to 2am / 3rd shift Hotline

Reports To: Social Program Administrator 3

Full Time or Part Time: Full Time

Regular or Temporary: Regular

Classified or Unclassified: Classified

FLSA: Exempt

Essential Job Functions

Unit of social services workers in a County human services division (e.g.- assigns and monitors cases, supervises and directs case activity; provides orientation to new workers; responds to employee problems and issues; reviews work completed; formally evaluates performance; conducts staff meetings to keep staff informed of changes in policies, procedures, programs or techniques; interviews applicants and makes recommendations for selection). Coordinates training and report preparation activities (e.g.- monitors, reviews and approves the completion of case records, prepares weekly, monthly and annual reports on case management data; maintains various records. Consults with various individuals on social services issues (e.g.- advises division managers of service recommendations for new programs and priorities; assists in the planning and development of new social service programs or policies; evaluates methods of social service programs and recommends more effective delivery systems; assists treatment team in implementing programs ; coordinates services with other institutional units; coordinates services with community and local agencies to promote activities and develop resources; prepares and delivers speeches and programs).

Minimum Requirements

Bachelor's degree in social work or related degree with three years of social work experience; or any equivalent combination of training and experience.

Additional Requirements: Masters Degree in social work and minimum of two years of supervisory experience in child welfare or public human services agency.

Application Process

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.