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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

HUMAN SERVICES CASEWORK SUPERVISOR

Code: 506700

Pay Grade: 25 (\$21.43 – 29.33/hr.)

Open for Recruitment: May 12, 2017 - December 28, 2018

JOB DESCRIPTION

This position is professional social services work of a supervisory nature in directing, overseeing, and reviewing the work and activities of a unit of caseworkers and support staff in the areas of child protection, adoption, substitute care, and/or adult protection, developmental services, and/or crisis services.

Typical Duties

- Plans, organizes, directs, and monitors the work activities of Human Services Caseworkers.
- Confers with and counsels Human Services Caseworkers regarding casework and program problems.
- Reviews and compares work performance and/or productivity of subordinate staff with established standards.
- Confers with other agencies and community resources.
- Proposes recommendations for program-wide changes and establishes unit policies, procedures, and goals.
- Coordinates activities between unit and service providers.
- Recommends program-wide changes and establishes unit policies, procedures, and goals in order to upgrade the quality and continuity of services.
- Authorizes service provision and client/caseworker expenditures, and negotiates various contracts and agreements with service providers and others in order to ensure appropriate services are provided.
- Analyzes and reviews cases in order to ensure compliance with state and federal laws, standards, and requirements, and initiate and participate in court hearings.
- Develops and delivers presentations and workshops and participates on community task groups, committees, and boards in order to promote agency goals, objectives, and services.
- Directs, coordinates, and/or participates in after-hours coverage in order to ensure appropriate staffing.

MINIMUM REQUIREMENTS

In order to qualify, you must have eight (8) years of education and/or professional experience in social work which includes at least two (2) years experience as a fully licensed social worker* (LSW) *Special Note: An LMSW or LCSW automatically meets the two (2) years fully licensed social worker experience requirement.

**Effective July 1, 2018

Value of State-paid Dental Insurance: \$13.13 biweekly

Value of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$444.68 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$422.45 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$400.21 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$377.98 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2015

Value of State's share of Employee's Retirement: 15.37% of pay.

