

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3250 **TITLE:** SENIOR SOCIAL WORK SUPERVISOR **GRADE:** S-28

DEFINITION:

Under direction, provides management and administrative oversight for multi-program functions that support service delivery; and/or oversees a major program function; and/or directly supervises project teams within a program area.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Social Work Supervisor in that the Social Work Supervisor provides direct supervision over a unit of social workers whereas the Senior Social Work Supervisor supervises project teams within a program area and/or manages and administers multi-program functions that support service delivery and/or oversees a major program function. This class is distinguished from the Program Manager in that the Program Manager provides oversight and direction for a program area or region and directly supervises a group of social work supervisors.

ILLUSTRATIVE DUTIES:

Provides management and administrative oversight of non-direct or direct service functions impacting multiple programs within a program area or division.

Provides direction and guidance for a specialized social work function.

Provides administrative and clinical supervision to social work project teams.

Ensures acceptable levels of quality and quantity in the delivery of services.

Communicates performance expectations and monitors performance and outcomes of staff against the goals and objectives of the program.

Participates in strategic planning and the development and integration of programs goals, policies and procedures.

Participates in budget development and resource allocation and development of new funding sources.

Oversees information technology functions within a large program area to ensure priorities are addressed and to eliminate duplication of efforts.

Oversees quality assurance, program monitoring, and evaluation of direct service functions.

Serves as program or division point of contact and liaison with internal administrative staff to coordinate and prioritize work among multiple direct service programs.

Develops, coordinates and oversees strategies, communication tools and networks to support integration of services.

Oversees or participates in the evaluation of changes in demographic data, political and economic conditions, and trends in order to identify service gaps and oversees or participates in work groups to modify service delivery, develop new programs, and to set priorities.

Establishes and maintains relationships with community organizations and other human services agencies to develop and maintain knowledge of community needs and assists with the development and delivery of services to meet identified needs.

Participates in the development of performance measures for the programs and evaluates program effectiveness.

Reviews legislation and regulatory requirements to assess impact on programs.

Directly supervises program or division analysts and/or other non-direct service staff.

Directly supervises direct service staff.

Leads or participates on work groups relevant to the program area.

Works with training team and staff representatives to implement training programs to assist staff to meet professional standards in their job performance.

Participates in intra and interagency and community based work groups and task forces.

Prepares or oversees preparation of narrative and statistical reports documenting the work or the program area or division.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles, methods and problems of organization and management.

Extensive knowledge of current social service problems and methods/approaches to address them.

Thorough knowledge of the principles and practices of social work and casework supervision;

Knowledge of business process re-design methodologies.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to use automated technology.

Ability to maintain professional ethics and confidentiality of client information.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to plan and direct the work of professional staff.

EMPLOYMENT STANDARDS:

Graduation from an accredited four-year college or university with a bachelor's degree, plus five years of increasingly responsible, directly-related professional experience in the social services or human services field. A Master's degree in a related field may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

None

NECESSARY SPECIAL REQUIREMENTS:

New County employees must satisfactorily complete a criminal background check and a check of the Child Protective Services Registry.

REVISED: June 17, 2005