OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Social Services Supervisor 1

CODE: 69315C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

FUNCTION: Under general supervision from county human services or mental health administrator, or deputy superintendent, or social services supervisor 2, supervises one unit with minimum of four filled positions classified as Social Services Worker 1, 2, or 3 & maximum of 8 positions in county human services agency, or supervises entire social services operation in small county welfare department (i.e., agency with director classified as County Human Services Administrator 1, 2);

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	47-67	Supervises (i.e., must assign & review work, complete & sign employee performance evaluations, recommend or authorize leave & recommend or initiate disciplinary action) one unit (i.e., minimum of four filled positions classified as Social Services Worker 1, 2 or 3 & maximum of eight filled positions) (e.g., remaining 4 positions may be filled by social services workers, social services aides, clerical personnel); or supervises entire social services operation in small agency (i.e., where director is classified as County Human Services Administrator 1, 2). AND Assigns & monitors cases, orients, trains & counsels workers, evaluates workers performance, conducts staff meetings to keep workers informed of changes in procedures, programs, policies & techniques, interviews applicants & makes recommendations for employment & supervises & directs implementation of treatment plan.	Knowledge of (1) supervision*, (2) employee training & development*, (3) case management, (4) psychology &/or human behavior, (5) sociology or social work, (6) available community resources specific to area in which employed, (7) federal & state regulations specific to program services delivered, (8) agency/institution policies & procedures, (9) legal process, (10) manpower planning*, (11) counseling; ability to (12) define problems, collect data, establish facts & draw valid conclusions, (13) apply principles to solve practical problems dealing with variety of variables, (14) review & critique cases & approve or disapprove & make recommendations, (15) write instructions, specifications & training materials, (16) gather, collate & classify data, (17) establish friendly atmosphere as supervisor.

(947)

123: 1-7-17

- PERFORMS RELATED DUTIES AS REQUIRE

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of graduate major field of study in social work, social work administration, sociology, or rehabilitation & 6 mos. exp. as social services worker 3 or in comparable position, or completion of undergraduate major field of study in home training, social work, sociology, rehabilitation, child & family community services or psychology as required

TRAINING & DEVELOPMENT:

FORM ADM 4134

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	10-20	Advises director of community services needs & recommends priorities; assists in or plans & develops social service programs; evaluates delivery system & develops more efficient ways to service clients/patients/residents; assists treatment team in implementing programs &/or coordinates services with other agency or institutional units.	Knowledge of 3, 4, 5, 6, 7, 8, 11, (18) treatment team concepts; ability to 14, 15, 16, (19) establish goals, objectives, policies & procedures, (20) deal with large number of variables & determine specific course of action on basis of need.
3	4-14	Carries small caseload or provides direct services to clients/residents/patients & respective families as needed in crisis &/or special situations; provides emergency coverage due to absence of regular social services worker; testifies in court when necessary.	Knowledge of 3, 4, 5, 6, 7, 8, 9, 11, (21) interviewing; ability to 12, 14, 18, (22) recognize unusual or threatening conditions & take appropriate emergency action, (23) handle sensitive inquiries & contacts.
4 (996)	3-13	Prepares &/or reviews monthly, quarterly & annual statistical reports & profiles; writes, reviews, compiles & maintains case management data (e.g., social histories, assessments, referrals, discharge documentation); writes social services contracts, after negotiations & monitors expenditures; prepares budgetary statements as requested; handles correspondence.	Knowledge of 1*, 3, 7, 8, 9; ability to 14, 15, 16, 17, 20, (24) write accurate & meaningful reports.
5 123:1-7-17	6-16	Coordinates services with community agencies & local organizations to promote activities & develop resources; establishes & maintains contact with courts, attorneys & probation/parole officers; prepares & delivers speeches; attends meetings, conferences & workshops.	Knowledge of 4, 5, 6, 7, 8, 11, (25) public relations; ability to 12, 16, 23, (26) prepare & deliver speeches before general audience.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* by university or college & 12 mos. exp. in social work to include counseling (or 18 mos. exp. as social services worker 2 &/or 3); or equivalent. Applicants currently licensed as social worker by Ohio Counselor & Social Worker Board & who have 3 mos. social work supervisory/administrative exp. or 12 mos. social work exp. qualify.

TRAINING & DEVELOPMENT

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