NEW AUG 0 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Social Services Supervisor 2	69316C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

FUNCTION: Under general direction from social program or county human services administrator, supervises entire social services operation in medium-size county human services agency (i.e., where director is classified as County Human Services Administrator 3, 4, 5), or supervises two to five social services units including supervision over filled lower-level social services supervisory positions (i.e., Social Services Worker 4, Social Services Supervisor 1), or supervises program section with filled lower-level supervisory positions (i.e., two or more work units assigned to one specific social service program with Social Services Worker 4 or Social Services Supervisor 1 as unit supervisor) (e.g., two or more units assigned to Family & Children's Services or Homemaker Services); Note: Supervision cited herein is defined as "must assign & review work, complete & sign employee performance evaluations, recommend or authorize leave & recommend or initiate disciplinary action."

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	55-75	Supervises entire social services operation in medium-size agency (i.e., where director is classified as County Human Services Administrator 3, 4, 5), or supervises two to five social services work units including supervision over filled lower-level social services supervisory position (i.e., Social Services Worker 4, Social Services Supervisor 1), or supervises program section with filled lower-level supervisory positions (i.e., two or more work units assigned to one specific social services program with Social Services Worker 4 or Social Services Supervisor 1 as unit supervisor) (e.g., two or more units assigned to Family & Children's Services or Homemaker Services) & formulates social services operational policy & procedures & determines priorities, trains & evaluates lower-level supervisors, screens & interviews applicants & makes recommendations for hire & conducts group or individual staff conferences to discuss problems or keep staff abreast of changes in procedures, regulations & programs.	Knowledge of (1) supervision, (2) program management, (3) employee training & development, (4) counseling, (5) interviewing, (6) psychology &/or human development, (7) sociology or social work, (8) available community resources specific to area in which employed, (9) federal & state regulations governing services delivered, (10) agency/institution policies & procedures, (11) legal process, (12) manpower planning, (13) case management; ability to (14) define problems, collect data, establish facts & draw valid conclusions, (15) establish & write operational policies & procedures, (16) interpret agency/institutions practices & procedures & program regulations to staff, (17) interview job applicants & determine their suitability for employment, (18) gather, collate & classify data, (19) establish friendly atmosphere as manager of large section

(999)

123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

Completion of graduate major field of study in social work, social work administration, rehabilitation or sociology & 12 mos. exp. as social services worker 3 or in comparable position, or completion of undergraduate major field of study in home training, child & family community services, sociology, social work, rehabilitation or psychology & 18 mos. exp. in social work to include counseling (or 24 mos. exp. as Social Services Worker 2 &/or 3); or equivalent. Applicants who possess 6 mos. exp. as Social Services Supervisor 1, 69315, or 12 mos. exp. as Social Services Worker 4, 69314 with

NEW

AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Social Services Supervisor 2	CODE: 69316C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			or multi-unit supervisor.
2	11-31	Performs variety of administrative tasks (e.g., assists in or develops programs; develops social services contracts & local funding services as matching funds; provides training for service providers as requested; monitors social services contracts; develops & maintains service delivery system; compiles statistical reports, writes correspondence & maintains files; keeps superiors informed of problems; assists in budget preparations & exercies fiscal control for assigned area; designs & develops methodology for program evaluation; develops & coordinates student intern program with cooperating educational institutions).	Knowledge of 2, 3, 6, 7, 8, 9, 10, 12, (20) budgeting & fiscal control*, (21) public relations; ability to 14, 15, 18, (22) use statistical analysis, (23) deal with large number of variables & determine specific course of action on basis on need, (24) prepare meaningful & accurate reports.
3 (1080)	6-16	Coordinates services with community agencies & local organizations; represents agency/institution as member or liaison to community committees or boards; serves as program consultant for Title XX services; provides information to public or makes presentations to civic or church groups & at public schools; attends conferences, meetings or workshops; establishes & maintains professional working relationship with court officials, law enforcement agencies, probation/parole officials & parole boards.	Knowledge of 4, 6, 7, 8, 9, 10, 21; ability to 14, 18, (25) handle sensitive face-to-face or telephone contacts with government or community officials, (26) prepare & deliver speeches & answer routine inquiries from public.
4 1231-7-17	0-6	Provides direct services & counseling to clients in absence of lower-level supervisor or staff social services worker or in difficult &/or extreme situations; assists or prepares cases for court.	Knowledge of 4, 5, 6, 7, 8, 9, 10, 13; ability to 14, 18, (27) develop good rapport with client/patient/resident & respective families, (28) recognize unusual or threatening conditions & take appropriate action.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* therapeutic counseling also qualify. Applicants currently licensed by Ohio Counselor & Social Work Board & who have 18 mos. social work exp. to include therapeutic counseling or 12 mos. social work supervisory/administrative exp. qualify.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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