

GENESEE COUNTY

CASE SUPERVISOR GRADE B (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: The Case Supervisor Grade B provides professional social services work, involving the responsibility for supervising the activities of subordinates who administer social type services in specified areas or programs. The incumbent is responsible for maintaining acceptable standards of social type services in accordance with agency policy, and for recommending changes to social services policies and procedures. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assists in the formulation of casework or group work policies and procedures;
Interprets Federal, State, and local policies and programs to subordinates under his/her supervision;
Supervises case work staff in administering the social type services to promote the welfare of the client;
Discusses difficult cases with social workers and provides necessary consultation;
Recommends policy and procedures;
Maintains cooperative relationships with the family courts and other agencies in the community;
Establishes necessary control for determining staff performance, and evaluates performance of assigned staff;
Maintains necessary records, and prepares reports in social work activities;
Interprets the social type services to the community through contacts with citizen and other groups.
May be required to participate in "on call" activities.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of social/human services case work and social group work, and the ability to apply these in the performance of duties; thorough knowledge of techniques of case recording; ability to prepare clear and accurate records and reports; good knowledge of Federal, State, and local applicable laws and programs; ability to plan and direct the work of others; ability to establish and maintain successful relationships with people; ability to interpret the work of the agency; initiative and resourcefulness; good powers of observation and analysis; imagination; sensitivity to the reaction of others; emotional maturity; judgment; tact.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's degree AND three (3) years of full time, paid experience in social work with a public or private agency;

OR:

- B. Any equivalent combination of training and experience as defined by the limits of (A) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Non-competitive Class

Adopted 9/24/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.