Avery County Department of Social Services
Newland, North Carolina
Employment Opportunity

Position Title: Social Work Supervisor III

Salary Range: $51,235 - $73,598

Posting Date: 07/01/2022

Closing Date: 07/15/2022 or until filled

To Apply: Submit a completed PD-107 (state application) to Raquel Jennings, Avery County DSS, 175 Linville St., Newland, NC 28657 or raquel.jennings@averycountync.gov. Unsigned or incomplete applications will not be processed. Resumes will not be accepted in the absence of an application. Applications may be obtained at https://oshr.nc.gov/nc-state-government-paper-application-employment-pd-107 or may be picked up from Avery County DSS. College transcripts must accompany application in order for application to be considered complete.

Description of Job Duties:
The primary roles of this position are supervision of the Adult Services unit and the Child Care Subsidy program. Duties include supervision of investigations, outreaches, adult care homes, guardianships, and case management services within the Adult Services unit. Duties also include supervision of applications, recertification’s, and case management within the Child Care Subsidy program. This position supervises a minimum of two Social Workers, one Income Maintenance Caseworker, and will share on-call supervisory duties on a rotating basis. Other duties may be assigned when deemed necessary by the Director.

Minimum Training and Experience Requirements:
Master’s degree in social work from an appropriately accredited institution and two years of directly related experience; or a bachelor’s degree in social work from an appropriately accredited institution and three years of directly related experience; or a master’s degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor’s degree in a human services field from an appropriately accredited institution and four years of directly related experience; or a bachelor’s degree from an appropriately accredited institution and five years of directly related experience; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities Required:
Considerable knowledge of the programs/areas assigned; general knowledge of all agency and community programs and services which could affect the client/applicant. Ability to read, analyze, and interpret rules, regulations, and procedures. Strong computer skills (data entry, on-line manuals, etc.) and interviewing skills are essential in this position. Must be able to effectively communicate with customers and the general public (both verbally and in writing) to obtain data, and to explain rules, regulations, and procedures. Must possess a valid driver's license.

An Equal Opportunity Employer