

**Montezuma County Department of Social Services
Child Welfare On-Going Supervisor**

Montezuma County Department of Social Services has an opening for a full time Child Welfare On-Going Supervisor.

The Child Welfare On-Going Supervisor oversees a team which works with families with a variety of child protection/youth services issues in accordance with agency, state and federal guidelines and laws. This department provides services to children to include sexual abuse, crisis intervention, physical abuse, child neglect, foster care, and youth-in-conflict, day care, and placement alternatives. Involvements will include on-going family counseling and therapy, and intensive individual and family therapy.

Duties:

Planning: Oversees staff scheduling; conducts individual and group conferences to manage case dynamics and direction. Sets and monitor deadlines; establishes unit and individual goals and timetables. Meets with administration as needed to participate in program planning.

Organizing: Organizes the work within the unit to assure coverage and efficiency in caseload handling based on the available knowledge and skills of the assigned workers. Develops systematic methods of implementing programming which includes developing controls and monitoring work flow. Develops procedures to enter and provide information for timely payment of services and invoices to providers. Works with community partners in regards to specialized programmatic system involvement to address unique needs.

Directing: Assigns specific tasks, usually work on hand, to immediate subordinates. Provides guidance and consultation in the accomplishment of day to day tasks assigned to caseworkers. Is available to provide consultation to other teams in regards to specialized issues.

Instructing: Meet regularly with workers and gives written and verbal instructions to subordinates on program and case issues. Meet with workers individually and in groups to explain rules, policies, procedures and laws. Work with staff on individual cases, reviewing actions taken, counseling on effective resolution of problems in cases which are difficult for the workers and creating work situations which allow professional growth.

Setting Standards: Professional standards are set primarily through state rules, statutes, and manual regulation. Unit rules for work performance on the job are made by this position. May establish workload and qualitative standards for the unit.

Reviewing: Monitors the work of subordinates and reviews the work of the total unit's effectiveness with regard to plans and programs. This may be done through individual conferences, the case plans, the treatment plan and the placement plan. Reviews occur before, during, and after the performance of tasks.

Training: Training needs for staff members are established on an individual basis and facilitation may be carried out by this position, through staff development, state department staff and outside facilitators when sufficient resources are available. Assures that an effective training program is in place. This assurance includes the assessment of need, and the evaluation of training upon completion. Trains and coaches workers in understanding teen parent dynamics and specific issues involving teen parents, developing and understanding treatment plans and direction.

Counseling and Discipline: Checks with employees on missed deadlines, problems of tardiness, chronic absences, and interpersonal problems and complaints involving the unit; participates in resolving grievances and partners with the Administrator and Division Manager on disciplinary action taken against staff members in the unit.

Appraising Performance: Reviews the performance of workers on a periodic basis and completes the annual performance rating using the appropriate form. Establishes individual performance plans and objectives and evaluates based on achievement of plans and objectives.

Performs other duties as assigned.

Requirements:

Position requires a thorough knowledge of supervisory techniques, human behavior, the dynamics of child abuse and neglect, youth-in-conflict and other areas related to service delivery focused on children and youth, casework principles and practices. Extensive skills in case planning and the handling of problem cases; ability to instruct and teach social casework techniques; ability to supervise professional casework staff. Must possess skill in writing and editing reports; skill in interpreting rules, regulations, laws and procedures; an ability to deal with stress and emergencies; a knowledge of the court system and its workings with respect to child welfare; ability to resolve conflict; ability to evaluate staff and clients; knowledge of Colorado Children's Code and other rules, regulations and laws pertaining to child welfare.

Bachelor degree in one of the human behavioral sciences fields* with five (5) years of post-degree paid experience in social casework.

*Human behavioral sciences degree is defined as: Social Work, Sociology, Psychology, Guidance and Counseling and/or Child Development

Must complete and pass the Colorado Pre-Service Training Academy program and pass all required State of Colorado training.

Must also be able to successfully pass drug test, pre-employment criminal background check, motor vehicle check, and post-employment fingerprint check.

Must possess and maintain a valid driver's license.

Difficulty of Work:

Must train social caseworkers in a particular area of child welfare; oversee interventions and removal of children from homes, attend court hearings in support of casework staff (must know D/N process); problems are often solved under duress and in emotionally charged situations. Guidelines include Vol II and VII of the CDHS manual, the Children's Code, state statutes, instructions from higher level management. Considerable judgment may be required in interpreting the guidelines for a particular case situation.

Responsibility:

The impact of the work performed is primarily on the child involved whether it concerns abuse, daycare, placement, foster care, or youth-in-conflict. The result of an error in judgment could be serious injury, neglect or abuse, or inappropriate placement. Both the worker and the supervisor are subject to court action in the event of a bad decision resulting in negative impacts on the children served.

The supervisor is accountable for the work of a single unit, including the quality and quantity of work. Deadlines are set and monitored for work flow issues within the unit.

Personal Work Relationships:

Contacts are with the social casework staff and with other Social Services department personnel. In crisis situations, supervisor may be required to coordinate cooperative problem solving with hostile parents, police and other community organizations.

Working Conditions:

Work is performed in a variety of environments, including the office, client homes, and community agencies and may involve potential exposure to hazardous and/or violent environments and/or clients.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, reach with hands and arms, use hands, fingers to handle and feel, and speak and hear. The employee may occasionally be required to lift and/or move up to 50 pounds. The employee may frequently be required to ascend and descend stairs, walk on snow and ice and walk in rural environments. The employee may also be required to drive in inclement weather and to remote areas and maybe be required to work beyond the normal business hours.

The working conditions are typically quiet, but at times may be loud.

Salary: \$4754.00/month plus insurance, retirement and other benefits.

Application may be obtained from Montezuma County Department of social Services, 109 West Main, Room 170, Cortez, CO 81321 between the hours of 8:00 a.m. to 5:00 p.m. or online from www.montezumacounty.org. Please return completed applications to Montezuma County Social Services, 109 W Main Room 170, Cortez, CO 81321. Deadline for applications is 4:00 p.m., Friday August 30, 2019. Questions 970-564-4138 EOE