

Department of Children and Families
JOB OPPORTUNITY
Social Worker Supervisor
Full-Time

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Exam list candidates

Location: Region 2: New Haven Area Office-One Long Wharf Drive New Haven, CT 06511

Job Posting No: JR7761NH

Hours: Full time, 40 hours per week

Salary: Annual salary: \$73,506-\$93,173

Closing Date: August 11, 2016, close of business

EXAMPLES OF DUTIES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs related duties as required.

DEPARTMENT OF CHILDREN AND FAMILIES (ADMINISTRATIVE CASE SUPERVISION):

Completes administrative case review to ensure treatment plan as developed by Social Worker and Social Worker Supervisor for each child and/or youth in placement is appropriate; completes Special Review Investigation on cases that have experienced serious injury or death of a client to ensure case management and/or treatment plans for child and/or family were appropriate; identifies best practice deficiencies and determines necessary corrective action; facilitates case planning process with involved parties on each reviewed case to develop case consensus regarding permanent plan; reviews and approves revisions to permanent plan for each child and/or youth to ensure conformance to decisions made during review; ensures corrective action taken by Social Worker and/or Social Worker Supervisor; ensures documentation of treatment plan meets all federal, state and departmental policy guidelines; provides leadership in encouraging parental participation; establishes specific timetables for action by case related professionals and parents; participates in formulating policy and regulations relating to work of unit; provides consultation to field staff in solution of problems.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge and understanding of case work principles, methods and techniques; considerable knowledge of factors which influence attitudes and behavior of individuals and families; knowledge of community resources (e.g. facilities serving social, mental health, medical, educational and legal needs, etc.) and services provided; knowledge of legal basis for departmental programs and requirements; considerable interpersonal skills; considerable oral and written communication skills; ability to interpret complex written material; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Possession of a Master's degree in social work or a closely related field and two (2) years of experience in the self directed use of case management techniques and counseling to sustain or restore client functioning OR a

Bachelor's degree in social work or a closely related field and three (3) years of experience in the self directed use of case management techniques and counseling to sustain or restore client functioning OR a Bachelor's degree and four (4) years of experience in the self directed use of case management techniques and counseling to sustain or restore client functioning

NOTES:

1. Closely related fields are: applied sociology, child development, child welfare, clinical psychology, counseling, human development and family studies, human service, marriage and family therapy, nursing, social and/or human services, education and criminal justice.
2. **DEPARTMENT OF CHILDREN AND FAMILIES:** A degree in a closely related field is required.
3. Qualifying experience at this level must include the use of professional interviewing techniques, provision of skilled counseling to an assigned client caseload, assessment of basic client needs (nutritional, environmental, financial, medical, protective service) through continuing personal observation during home visits and intervention and evaluation. Qualifying experience must be at the full working level above the level of Social Worker Trainee.

SPECIAL REQUIREMENTS:

1. **DEPARTMENT OF CHILDREN AND FAMILIES:** Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's License.
2. Incumbents in this class may be required to travel.
4. Incumbents in this class may be required to speak a foreign language.

Note: The filling of this position shall be in accordance with reemployment, transfer, promotion, SEBAC and merit employment rules.

Application Instructions: Interested and qualified applicants who meet the above requirements must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference to the address listed below. Current state employees must include their two most recent performance appraisals in lieu of references. Please specify the posting number # **JR7761NH** on all application materials. Incomplete application packets will not be considered. Application materials may be mailed to the address listed below **or faxed to 860-707-1962.**

**Department of Children and Families
One Long Wharf Drive
New Haven, CT 06511
Attn: Jasmyn Raymond-Human Resources**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.