

Hanover County Government
Department of Social Services
Family Services Supervisor-Permanency
\$57,803.00 - \$65,000.00 Annually

Approximate start date for this position in January 16, 2021

General Description: This is an administrative position. The incumbent performs complex and sometimes difficult tasks to coordinate the delivery of Family Services programs, such as Child Protective Services, Adult Services, Prevention Services, Foster Care, and Adoption.

Organization: The Family Services Supervisor reports to the Director of Social Services or designee and supervises Family Services Specialists.

Essential Functions:

- Ensures compliance with State, federal and local policies for assigned programs;
- Supervises Family Services Specialists, performs related human resources functions, applying appropriate human resource practices in the supervision of staff;
- Sets and enforces objectives for quality and quantity of work performed by unit;
- Evaluates social service programs and program budgets;
- Deals with difficult or dangerous cases;
- Recommends policy changes based on evaluation of program effectiveness;
- Participates in community planning and development of new resources, jobs and community work sites;
- Establishes and maintains good working relationships with internal and external customers;
- Represents the Department on various task forces, committees, etc., including travel to meetings;
- Interprets and clarifies programs, program policies and procedures to other agencies and to the public;
- Participates in the budget development process;
- Performs related work as assigned.

Knowledge, Skills and Abilities: Ability to supervise and knowledge of supervisory principles and techniques, required. Must be computer literate, preferably in Microsoft Office and Family Services Information Systems. Knowledge of Family Services/social work theories, standards and practices, including knowledge of intervention and treatment techniques and professional ethics sufficient to enhance the client's level of functioning is required. Knowledge of relevant community and

public resources, desired. Must have excellent communication skills, both oral and written. Demonstrated ability to: plan and manage work activities and assist others in their planning and management; develop programs and procedures; make decisions in difficult situations; analyze situations to make sound judgments within the framework of existing laws, policies, and regulations; and train, evaluate, lead, and develop staff.

Education, Experience and Training: Bachelor's degree in a human services field plus two (2) years' related experience or a Bachelor's Degree in any field accompanied by a minimum of four (4) years' related experience required with Family Services experience, including supervisory experience and/or training desired – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Valid Commonwealth of Virginia Driver's License.
- Criminal Records Check, including fingerprinting
- Work beyond normal work schedule – including On-call Rotations, weekends, holidays and nights.
- CANIS (Child Abuse and Neglect Information System) Records Check
- Twelve-month probationary period
- Mandatory Participant in the Citizen Emergency Response On-call Plan

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com