



## **JOB ANNOUNCEMENT**

### **Children's Service Supervisor CHILDREN'S DIVISION (November 5, 2018)**

The Children's Division is seeking applications for the position of **Children's Service Supervisor** in **Circuit 27 (Bates, Henry, St. Clair County)**.

**There are two openings within the 27<sup>th</sup> circuit. One position will be based in Henry County and will supervise over the alternative care and family centered services units. The other position will be in Bates County and will supervise the CA/N, alternative care and family centered services units.**

**Come join our team in the 27th, where we value our working relationships with the juvenile office, law enforcement and court system. The 27th is excited for the future and is now under new leadership with Rachell Brooks as the Circuit Manager.**

#### **DEFINITION**

This is professional supervisory social service work involving the direction of a group of Children's Service Workers in the Children's Division of the Department of Social Services.

#### **EXAMPLES OF WORK**

Directs and participates in the delivery of social services in such areas as adoption, child abuse and neglect, protective services, intensive services, foster care, and related areas.

Provides individual and group clinical supervision to Children's Service Workers within an assigned unit or geographical area in the provision of casework services to families, children, and parents.

Assists Children's Service Program Managers or other managers in training assigned staff on Division policies, procedures, standards, and goals; participates in management planning and program revision.

Receives referrals from juvenile courts, abuse/neglect hot line, Family Support Division staff, or other professional or private individuals in the community for protection and care of neglected, abused, or exploited children.

Reviews case records of assigned staff in order to ensure that work is performed and services are delivered in accordance with agency guidelines and policy.

Provides suggestions to supervisors for developing procedures to implement children's service programs.

Conducts detailed case studies; prepares evaluations of social, economic, and environmental factors; and makes recommendations to staff regarding treatment and placement plans.

Performs diagnostic and assessment services to assist staff in the development and implementation of treatment, placement, and service plans.

Provides specialized treatment services to neglected, abused, or exploited children.

Interacts with law enforcement and juvenile officers, other public officials, and community organizations regarding family and children issues.

Attends court hearings and meetings related to assigned casework.

Provides periodic reports on standards of practice, progress, and development of assigned staff.

Assists other Children's Service Supervisors or managers in the orientation of new employees in children's services.

Assigns and directs the work of staff, participates in selection, makes recommendations for disciplinary actions and/or grievance resolutions, and conducts periodic evaluations of staff performance.

Assumes responsibility for the preparation and completion of community reports.

Receives in-service orientations in the areas of division policies, processes, and programs.

Assumes responsibility for the quality and quantity of services provided by assigned staff to families, children, and parents.

Supervises or assists in the supervision of a county-level volunteer program. Exercises independence and initiative in the performance of responsibilities; receives direction from a designated manager. Performs other related work as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

Comprehensive knowledge of the provisions of state and federal laws and regulations pertaining to social service programs.

Comprehensive knowledge of individual and group behavior.

Comprehensive knowledge of the principles and methods of social casework.

Comprehensive knowledge of the principles and methods of interviewing.

Comprehensive knowledge of the general provision, objectives, and philosophy of child welfare programs.

Comprehensive knowledge of court procedures as they apply to the provision of children's services.

Comprehensive knowledge of the relationship between social, economic, and community health problems and the dysfunctional family.

Comprehensive knowledge in the area of child abuse and neglect prevention and treatment.

Comprehensive knowledge of developmental disabilities, behavior disorders, and learning disabilities.

Comprehensive knowledge of basic supervisory principles and techniques.

Comprehensive knowledge of professional literature in the field of children's services.

Comprehensive knowledge of community resources used in the provision of social services.

Comprehensive knowledge and understanding of the cultural and socioeconomic characteristics for the service population.

Ability to interact with and complete assignments in a manner sensitive to the service population's cultural and socioeconomic characteristics.

Ability to develop unit and work flow management policies and procedures.

Ability to plan, assign, coordinate, and evaluate the work of social service personnel and instruct them in work performance.

Ability to apply knowledge of principles and methods of social casework in the area of services to families, children, and parents.

Ability to work effectively with employees, applicants, recipients, other agencies, and the general public. Ability to communicate effectively.

Ability to interpret laws and regulations.

Ability to operate a motor vehicle in the performance of assigned duties.

Ability to use automated office equipment and computer systems including child welfare/case management system, databases, and other personal computer applications.

Ability to plan and organize time effectively.

**NECESSARY SPECIAL REQUIREMENT**

The operation of a motor vehicle is an essential function of this classification. Must be able to legally operate a motor vehicle in the performance of assigned duties upon the date of hire and throughout employment.

**EXPERIENCE AND EDUCATION:**

*(The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.)*

One or more years of experience as a Children's Service Worker III, Children's Service Worker IV, or Children's Service Specialist with the Missouri Uniform Classification and Pay System.

**OR**

Three or more years of experience as a Children's Service Worker I and/or II with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university in Social Work/ Human Services, Social Welfare, Psychology, Sociology, Health Sciences, Public Health, Education, Counseling, Marriage and Family Therapy, Family and Child Development, Criminal Justice, Juvenile Justice, or comparable health or human services related degrees with a minimum of 30 earned semester hours or 45 earned quarter hours in one or a combination of the above fields;

and

Five or more years of professional experience with a public or private agency in the delivery of protective children's services including casework/case management in: investigation of abuse or neglect of children; coordination of child foster care, adoptions, and family centered services; juvenile treatment/rehabilitation; and/or providing in-home family crisis intervention services, of which at least one year must have been at a supervisory level, and possession of a valid vehicle operator's license.

*(A Master's degree from an accredited college or university in the specified fields may substitute for the required education and one year of the required general [i.e., non-supervisory] experience.)*

**SALARY RANGE:** \$1,596.00- \$2,261.50 Semi-Monthly

**TO APPLY:** Interested applicants should contact **Rachell Brooks at 660-679-3174, ext. 243** to schedule an interview by 5:00 p.m. on or before **November 20, 2018.**

**You will need to submit a completed DSS Application and a copy of your college transcripts at the time of the interview.**

**RECRUITMENT AREA:** All qualified applicants

**APPLICATION DEADLINE:** Deadline for applications is **November 20, 2018.**

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**