

CURRENT CHAUTAUQUA COUNTY GOVERNMENT EMPLOYEES ONLY

CASE SUPERVISOR, GRADE A

CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES

SALARY RANGE: \$36.53 - \$50.40/HOUR + BENEFITS

The Chautauqua County Department of Mental Hygiene and Social Services is currently accepting applications **from currently employed Chautauqua County Department of Mental Hygiene and Social Services employees** for one (1) Full-time position (35 Hours per week) Case Supervisor, Grade A to work out of the Jamestown Office. The Case Supervisor, Grade A is responsible for planning and supervising the work of social services staff and for coordinating the work of various units of the agency, as well as planning and supervising training and professional development activities. Direct supervision is exercised over Case Supervisors, Grade B, and/or Senior Caseworkers. The Case Supervisor, Grade A recommends casework and group work policies and procedures for the agency, and is responsible for maintaining standards of social service in accordance with agency policy. Administrative direction is received from the Deputy Commissioner of Social Services. Does related work as required.

Typical Work Activities:

- Develops casework methods and procedures within established standards and practices;
- Supervises social services staff in administering and rendering services;
- Interprets federal and State laws and regulations, and local policies and programs to assigned staff;
- Maintains cooperative relationships with other units and sections of the agency through administrative channels;
- Evaluates performance of assigned staff;
- Participates in social work research projects;
- Establishes and maintains necessary working relationships with a variety of private and public social and community service agencies and courts;
- Directs the preparation of reports on social casework activities;
- Interprets agency programs to the community through contacts with citizen and other interested groups;

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Flex Spending Account | - Personal Days |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: MUST BE A CURRENT CHAUTAUQUA COUNTY EMPLOYEE AS DESCRIBED AS

FOLLOWS: Three (3) years of permanent competitive class status as a Case Supervisor, Grade B with the Chautauqua County Department of Mental Hygiene and Social Services immediately preceding the date of qualification.