

CURRENT CHAUTAUQUA COUNTY GOVERNMENT EMPLOYEES ONLY

CASE SUPERVISOR, GRADE B (SUBSTITUTE/TEMPORARY)

CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES

SALARY RANGE: \$32.79 - \$43.26/HOUR

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 the temporary/substitute position of Case Supervisor, Grade B to work as needed within the department.

The Case Supervisor, Grade B, provides professional social work services involving responsibility for supervising the activities of subordinate caseworkers and support staff in the administration of social services in specified areas or programs. Supervision is received from a Case Supervisor, Grade A. Does related work as required.

Typical Work Activities:

- Assists in the formulation of casework or group work policies and procedures;
- Interprets Federal and State laws and regulations, and local policies and programs to assigned casework staff;
- Supervises casework staff in administering the Social Services program and in rendering social services to promote the well being of the client;
- Discusses difficult problems with casework staff and provides necessary consultation; Maintains cooperative relationships with the family court and other public and private social service agencies in the community;
- Establishes necessary controls for evaluating performance of assigned staff;
- Maintains necessary records and prepares reports on social casework activities;
- Interprets agency programs to the community through contacts with citizen and other interested groups.

Positions will be filled from approved applications submitted.

Minimum Qualifications: **MUST BE A CURRENT CHAUTAUQUA COUNTY EMPLOYEE AS DESCRIBED AS FOLLOWS:** Must be serving permanently in the competitive class in the Chautauqua County Department of Health and Human Services immediately preceding the date of qualification as either:

- A. For three (3) years as a Senior Caseworker; OR
- B. For five (5) years as a Caseworker; OR
- C. For five (5) years of total permanent service in a combination of the titles listed in (A) and (B) above.