

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Director of Social Services		
TITLE CODE: 2404	SERIES: Social Services Series	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$19.38-\$24.73 GRADE: 22 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Social work personnel or Director of Local Health Department		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Plans, directs, organizes and supervises a social service program to meet the social needs of patient being served by the local health department. This position would be primarily for a health department large enough in scope to provide comprehensive social services requiring social work staff (both entry and senior) and other supportive staff in meeting the needs of patients being served by a local health department.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Master's degree in Social Work or Psychology

EXPERIENCE: Three (3) years of experience in social work preferable with one (1) year of supervisory experience.

SUBSTITUTION CLAUSE: See Below

EDUCATION: Bachelor's Degree in Social Work or Psychology with one (1) year of experience in social work will substitute for required education.

EXPERIENCE:

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Controls and coordinates the work of employees providing social services to patients receiving services from the agency; Monitors the status of the social service program through the review of appropriate reports; Participates with program staff and administration in the formulation of the annual budget process; Evaluates, interprets and applies all policies and procedures relating to the social services program for staff, management and clients; Initiates the process for recruitment of staff; Performs performance appraisal for subordinate supervisory and non-supervisory staff; Meets with civic groups, public officials and the general public to explain program services, policies and regulations; Attend special training programs, policy meetings at the state and regional sites; Initiates on-the-job training; Advises the Director of the agency and other members of the professional staff regarding the social service program policies and Provides Social Services assessment and Case Management as appropriate. Immediate supervision of social service supervisory staff.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in a home, clinic or community setting.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 11/08/95

DATE OF LAST REVISION: 02/10/09

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.