

**Family and Protective Services Supervisor I**

Salary Group: B20

Class Code: 5016

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
FAMILY AND PROTECTIVE SERVICES SUPERVISOR I	5016	B20	\$45,158 - \$73,788
FAMILY AND PROTECTIVE SERVICES SUPERVISOR II	5017	B22	\$51,614 - \$84,479
FAMILY AND PROTECTIVE SERVICES SUPERVISOR III	5018	B24	\$59,004 - \$96,720

GENERAL DESCRIPTION

Performs highly complex (senior-level) consultative services, technical assistance, and supervisory work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. Supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the work of assigned staff, and confers with staff on program issues and problems in order to identify solutions.

Evaluates unit performance through case readings, reports, and observations of unit operations to ensure unit compliance with policies, procedures, and service control requirements.

Implements program guidelines, procedures, policies, rules, and regulations; and monitors compliance with policies and procedures.

Provides training or technical assistance in a program area.

Assists in preparing management reports, analyses, and correspondence on the effectiveness of program activities.

Assists in the preparation of program budget requests.

May prepare and conduct presentations for citizens, clients, staff, management, or elected officials.

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in social work, including supervisory experience. Graduation from an accredited four-year college or university with major coursework in social work, counseling, psychology, criminal justice, early childhood education, criminal justice, elementary or secondary education, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of program planning and implementation; of the laws and regulations related to child care, abuse, and neglect; of child development principles and theories; of community social services resources; of the laws and regulations related to child and adult protective services; of gerontology and the dynamics of the aging process; and of crisis intervention techniques and skills.

Skill in interviewing and in conducting individual needs assessments.

Ability to negotiate available services, to communicate effectively, and to supervise the work of others.