

Job Class Code: 6361	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee operations for the area of responsibility. The class is responsible for staff supervision, planning, training, policy, budget, client/resident and program assessment, and reporting. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

<ul style="list-style-type: none"> • Supervises Social Workers and support staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. • Conducts interviews or investigations and makes client/resident and family assessments; formulates and implements plan of action; documents progress. • Interacts/coordinates with other agencies, organizations, or the courts to provide services for clients/residents. • Oversees, reviews, and approves expenditures for assigned area; provides fiscal data for preparation of annual budgets; ensures timely payment of accounts payable. • Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility. • Participates in development and implementation of policy and procedures for area of responsibility; interprets same for staff as needed. • Maintains record system for area of responsibility; processes daily paperwork including reports, documents, memos, and personnel information. • Serves as information resource for clients/residents, students, and professionals. • Monitors program compliance with applicable guidelines, regulations, and laws; monitors referrals and notifications. • Serves as emergency duty on-call Supervisor. • Attends or conducts staff, committee, team, and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills. • Performs other related duties as assigned.
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GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and/or complex reports.
Mental Requirements	Performs professional level work requiring the application of medical, accounting, legal, or managerial methods in the solution of medical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

<p>Vocational/Educational Requirement</p>	<p>In order to be evaluated for vacancies in the Family Services Occupational Group, applicants shall possess the qualifications outlined in (1) OR (2) below:</p> <ol style="list-style-type: none"> 1) A minimum of a bachelor’s degree in the human services field, including Social Work, Rehabilitation Counseling, Psychology, Clinical Psychology, Counseling Psychology, Counseling and Guidance, Counselor Education, Human Services, Sociology, Family and Child Development, Aging Studies, Gerontology, Criminal Justice with a minor in one of the above studies, or other related degrees determined by the Department of Human Resources based on the similarity of the curriculum and course content. 2) A minimum of a bachelor’s degree in any field accompanied by a minimum of two years of appropriate and related, full-time equivalent experience in a human services related area. <p>To be considered for promotion, persons currently employed in the Family Services Occupational Group by a local department prior to September 1, 1990, who do not meet the qualifications outlined in either (1) or (2) above, must possess four years of appropriate and related experience in a human services area and must have successfully completed all available competency-based training related to the promotional area.</p>
<p>Experience</p>	<p>In addition to satisfying the vocational/education standards, this class requires a minimum of four years of appropriate and related, full-time equivalent experience.</p>
<p>Special Certifications and Licenses</p>	<p>Requires a valid driver’s license and a driving record in compliance with City Driving Standards.</p>
<p>Special Requirement</p>	<p>Emergency Duty (On-Call) participation is required to comply with mandated responsibilities as listed under Section 63.2-1503,B; Section 63.2-900; and 63.2-1604-63.2-1610, Code of Virginia. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term departmental needs and/or City-wide emergencies.</p>

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

<p>The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.</p>

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.