

Bertie County Department of Social Services



Recruitment Announcement **for** **Social Work Program Manager**

Posting Date: December 2, 2024

Closing Date: **Open Until Filled**

Pay Grade: 74

Pay Range: \$49,786.71 – \$77,169.90

Starting Salary: **Fully Qualified Candidate starting salary is \$63,000.00 plus a \$1200.00 stipend annually**

Bertie County Department of Social Services is in search of a Program Manager for Adult and Child Welfare Social Work Services. The Program Manager is responsible for setting unit goals and ensuring work plans are congruent with the annual plan. Other responsibilities include budget planning, monitoring of work through reports and counseling, implementation and translation of state policy, and other supervisory functions. The Program Manager reports directly to the Director of Social Services.

Responsibilities:

- Establishes goals and suggests priorities for employees to ensure that work plans are consistent with the annual plan.
- Provides input into agency planning through periodic reports and meetings.
- Consults with supervisors on issues that impact program goals, objectives, policies, and the delivery of services.
- Ensures that policies and standards are followed and explains and implements changes when necessary or to meet client/family's needs.
- Supports collaboration with service providers, foster parents, and other placing agencies to ensure the highest quality of services is provided to children and adults.
- Responsible for modifying or changing work assignments to maintain a balanced workload among employees.
- Compiles data in order to evaluate and monitor an administrative budget.
- Monitors the work of employees through the review of reports, cases, conferences, and informal discussions.
- Responsible for performance evaluations, approving leave requests, making promotion recommendations, interpreting, and applying state employment policies along with other supervisory duties.
- Responsible for any other duties as assigned by the Director.

Skills & Abilities:

Ability to accept responsibility and account for his/her actions. Ability to perform work accurately and thoroughly. Ability to analyze statistical data, keep accurate records and complete reports. Ability to work independently with minimal supervision. Ability to communicate effectively with others using the spoken word and the ability to communicate in writing clearly and concisely. Ability to take care of the client's needs while following agency procedures. Ability to demonstrate conduct conforming to a set of values and accepted standards. Ability to be truthful, maintain high level of confidentiality and be seen as credible in the workplace. Ability to use good judgment and discretion as it relates to interpreting policies and procedures. Ability to multi-task in a fast-paced environment. Ability to gain acceptance of others even in sensitive situations. Ability to find a solution for or to deal proactively with work-related problems. Ability to effectively build relationships with clients, families, co-workers, and community partners. Ability to create a safe work environment while managing risks and reducing exposure liabilities. Ability to utilize the available time to organize and complete work within given deadlines.

Education & Experience:

Master's Degree from an accredited school of social work and four years of social work or counseling experience, two of which were supervisory; or bachelor's degree in social work or counseling experience, two of which were in a supervisory capacity; or a four-year degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and six years of social work or counseling experience, two of which were supervisory; or graduation from a four-year college or university and six years of experience in rehabilitation counseling, pastoral counseling, or related human services field providing experience in techniques of casework, group work, or community organization, two of which were in a supervisory capacity; or an equivalent combination of training and experience.

Applications Process:

Submit a completed State of North Carolina Application Form (PD-107), with an official college transcript of undergraduate and graduate degrees no later than 5:00 pm on the closing date to: Bertie County DSS Attn: Melissa Surgeon PO Box 627 Windsor, NC 27983 or by email at melissa.surgeon@bertie.nc.gov, Bertie County Human Resources PO Box 530 Windsor, NC 27983, any Employment Security Office / NC Works Office or at Martin Community College-Bertie Campus 409 Granville Street, Windsor, NC 27983. The contact number is 252-794-4861, Ext. 175. Resumes in lieu of a completed PD-107 are not acceptable. A current, valid NC driver's license is required. Late, incomplete and/or unsigned applications will not be considered.

Application link: <https://oshr.nc.gov/pd107-2022fillablepdf/open>

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Bertie County. This service, if required, will take precedence over duties described in this position vacancy announcement.

A Criminal Background Check will be required prior to any offer of employment