



BERTIE COUNTY
Department of Social Services
PO Box 627

110 Jasper Bazemore Ave.
WINDSOR, NORTH CAROLINA 27983

TELEPHONE
252-794-5320

POSITION ANNOUNCEMENT

Social Work Supervisor III – Adult Services

POSTING DATE: November 12, 2025
CLOSING DATE: Open Until Filled
CLASSIFICATION: Social Work Supervisor III – Adult Services
SALARY GRADE: 73
SALARY RANGE: \$47,734.15 - \$73,988.40

APPLICATION CRITERIA:

Submit a completed State of North Carolina Application Form (PD-107), with an official college transcript to:

- Bertie County DSS Attn: Melissa Surgeon PO Box 627 Windsor, NC 27983,
- Bertie County Human Resources Attn: Nicole Boone PO Box 530 Windsor, NC 27983,
- NC Works Office or Martin Community College-Bertie 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. Late, incomplete and/or unsigned applications will not be considered. A current, valid NC driver's license is required.

Bertie County Department of Social Services is in search of a Social Work Supervisor for Adult Services. Social Workers who deliver services to clients who have social, economic, mental or emotional issues are supervised by this position. The Social Work Supervisor ensures activities are completed as necessary to determine if an adult is disabled and has been abused, neglected, or exploited. The Social Work Supervisor is responsible for setting unit goals and ensuring work plans are congruent with the annual plan. Other responsibilities include crisis management, budget planning, monitoring of work through reports, implementation and translation of state policy, and other supervisory functions. This position supervises four social workers. The Social Work Supervisor reports directly to the Program Manager of Adult Services.

MINIMUM EDUCATION AND EXPERIENCE:

Master's degree from an accredited school of social work; or a Master's degree in counseling or human services field and one year of directly-related experience; or a Bachelor's degree from an accredited school of social work and two years of directly-related experience; or a Bachelor's degree in a human services field from an accredited college/university and three years of directly-related experience; or a Bachelor's degree from an accredited college/university and four years of directly-related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of social work principles, techniques, and practices, and their application to complex casework, group work, and community problems. Considerable knowledge of a wide range of medical, behavioral, and/or psychosocial problems and their treatment theory.

Considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies which govern the program. General knowledge of the methods and principles of casework supervision and training.

In certain settings, considerable knowledge of medical terminology, disease processes and their treatment as they relate to decisions regarding clinical interventions and appropriate therapies based on medical or psychological diagnosis. Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client's problems. Ability to supervise, train, or instruct lower-level social workers, students, or interns in the program.

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 conduct crucial conversations, communicate effectively orally, and provide constructive feedback. Ability to communicate in writing clearly, concisely, and effectively. Ability to take care of the customers' needs while following company 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 customers and co-workers. Ability to utilize the available time to organize and complete work within given deadlines.

DESCRIPTION OF WORK AND EXAMPLES OF DUTIES PERFORMED:

- Conduct activities as necessary to determine if an adult is disabled and has been abused, neglected, or exploited.
- Work with lawyers, law enforcement, the judicial system, and Ecourts in the performance of assigned duties.
- Completion of work in NC Online Aging and Adult Services Information System (NC OAASIS) to capture demographic data for APS evaluations (DHHS-AS-5026) and bonding information for Guardianship (DHHS-AS-7016).
- Establishes goals and suggests priorities for employees to ensure that work plans are consistent with the annual plan.
- Ensures that policies and standards are followed and explains and implements changes when necessary or to meet client needs.
- Supports collaboration with service providers 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 funding in Adult Services.
- Monitors the work of employees through the review of reports, cases, conferences and supervision.
- Employee will work in an office; however, a lot of out of office work is required in visiting homes, health and mental health facilities, and other service agencies.
- Employee serves ON CALL DUTY after hours, nights, weekends and holidays as scheduled, for referrals for supervision of social workers ON CALL after hours.
- Responsible for performance evaluations, approving leave requests, interpreting and applying state employment policies for disciplinary action along with other supervisory duties.
- Provides feedback to the Program manager for agency planning through periodic reports and meetings.
- This position provides back-up to Children Services.
- The employee is required to adhere to the laws of Confidentiality. Responsible for any other duties assigned by the Program Manager and/or Director.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Bertie County. A Criminal Background Check will be required before any offer of employment.