

SOCIAL SERVICE COORDINATOR

Nature of Work

Under general supervision, performs full-performance professional level social work in coordinating the delivery of social services to a multi-county region. Responsibility includes planning and organizing the work with other units, local agencies, community groups, and advocacy groups. Directs social service supervisors, assures compliance with state and federal policies and regulations, and monitors level of service to the client population. Work requires the use of a personal automobile for local travel. Employee is subject to on-call status during non-business hours. May be required to deal with situations which are potentially dangerous to client and worker. Performs related work as required.

Examples of Work

Trains, directs, coordinates, and evaluates the work of Social Service Supervisors, Social Service Workers, and para-professionals.

Develops acceptable standards of casework and supervises the maintenance of such standards. Supervises the subordinates engaged in casework and evaluates the results of their performance. Maintains records, data and furnishes necessary reports.

Counsels and guides subordinates in the development of individual or group programs for the rehabilitation of clients.

Assists in the development and implementation of goals and objectives.

Knowledge, Skills, and Abilities

Knowledge of State and Federal public human resource laws.

Knowledge of social casework methods and principles.

Knowledge of administrative and supervisory principles and practices.

Knowledge of the methods of casework supervision.

Knowledge of department policies and procedures.

Knowledge of community and family social, economic, and health problems.

Knowledge of social services legislation.

Knowledge of structure, functions, relationships, and practices of organizations as related to individual and family problems.

Ability to supervise subordinates and to cooperate with other public and private agencies.

Ability to speak effectively, to exercise good judgment, and to maintain effective working relationships with the public.

SOCIAL SERVICE COORDINATOR (CONT'D)

Minimum Qualifications

Training: Bachelor's degree in Social Work from an accredited college or university.

Substitution: Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an accredited college or university may be substituted for the degree in Social Work **OR** current West Virginia Social Work License.

Experience: Six years of full-time or equivalent part-time paid experience as a social worker in a public or private health or human services agency.

Substitution: Graduate training in Social Work, Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education may be substituted for the required experience on a year-for-year basis.

Special Requirement: Eligible for Temporary Social Worker License **OR** Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

For Bureau for Children and Families

Training: Bachelor's degree from an accredited college or university.

Substitution: Current West Virginia Social Work License.

Experience: Six years of full-time or equivalent part-time paid experience as a social worker in a public or private health or human services agency.

Substitution: A Master's degree from an accredited college or university may substitute for the required experience on a year-for-year basis.

Established: 08/20/1992

Revised: 02/05/1993; 10/5/2000; 06/12/2015; 01/06/2016

Effective: 01/06/2016