

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Social Service Supervisor	<b><u>CLASS NUMBER:</u></b> 70205	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Office on Aging	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N15	<b><u>POSITION CONTROL #:</u></b> 111111
<b><u>POSITION LOCATION:</u></b> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director of Support Services (111200)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Caregiver Support Coordinator (TBD)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Social Service Supervisor classification is to supervise and train an assigned staff and oversee the assigned unit.

**JOB DUTIES:**

Plan, develop, and implement plans and projects to increase linkages and collaborative efforts between the agency, community agencies and organizations, businesses, sponsors, contracts, and other stakeholders. In addition, the Social Service Supervisor classification is to assist in the administration, coordination, supervision and direct activities of the National Family Caregiver Contract.

Coordinate activities related to collaborative planning and community strategy sessions with community agencies and organizations. Collaborate with internal staff and external entities to develop and implement specific projects to support FCOA's needs assessment and strategic planning process. Prepare and deliver presentations to community organizations, state, and local agencies.

Conduct research and advocacy activities identifying new topics and research questions for FCOA. Monitor external research and policy developments of FCOA at seminars, conferences and other public events. Monitor pending legislation related to FCOA and older adults. Assist with community outreach and assignments related to specific training initiatives. Serve in informational and/or advisory capacity to agencies and organizations working with FCOA to design and/or evaluate programs and services.

Develop and maintain an active dataset of community partners. Prepare progress reports and monitor implementation of special research and/or program evaluation projects. Prepare and maintain records, statistical charts, reports, and proposals. Maintain data to monitor community needs and FCOA impact of outreach efforts. Approve and arrange services for referrals to providers and community partners.

Oversee activities of the National Family Caregiver Contract by performing supervisory tasks, reviewing and evaluating work completed by the assigned staff. Ensure overall compliance with federal and state laws, regulations, rules, standards, and agency guidelines. Improve efficiency through policy and procedure review. Prepare and issue performance evaluations and create improvement goals. Manage and recommend personnel actions for employee discipline.

Develop and maintain relationships with a variety of community and government partners. Interview and select new hires. Conduct unit meetings and attend relevant agency meetings. Participate in meetings with contracted providers, other community agencies, and training sessions as necessary. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervision; public relations; office management; office practices and procedures; agency policy and procedures; counseling; interviewing; social sciences. Skill in equipment operations. Ability to apply principles to solve practical, everyday problems; add, subtract, multiply and divide whole numbers; prepare meaningful concise and accurate reports; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from citizens and government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in social work or related field with three (3) years of social work, case management, or related experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and approve the transfer, promotion, or salary increase of other employees

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date