



PIERCE COUNTY
invites applications for the position of:

Social Service Supervisor - Developmental Disabilities

SALARY: \$6,142.60 - \$7,867.49 Monthly
\$73,711.18 - \$94,409.83 Annually

OPENING DATE: 06/23/16

CLOSING DATE: 07/17/16 11:59 PM

DESCRIPTION:

Special Note: This is a grant funded position. Continued employment is contingent upon job performance/evaluation, continued funding of the program and other appropriate County procedures.

Pierce County Community Connections provides services in four areas: Children & Youth, Parents & Families, Seniors and Adults with Disabilities, Housing & Homeless.

Livable Communities

The Department manages federal, state, and local funding. We offer 60+ programs and services in Pierce County. Thousands of clients come through our doors each day.

Resilient Individuals

With on-site information and assistance staff, case managers, contract managers, and other professionals, we provide support for a wide range of services. In addition to meeting one-on-one with clients, we contract with local providers to carryout services throughout the County.

Strong Families

We work to develop low-income housing, transportation services, and public facilities to support capital improvement projects.

The Social Service Supervisor has supervisory responsibility for services provided by a Developmental Disabilities sub-division of the Community Connections Department and Substance Use Prevention Program. In coordination with the Director of Community Connections, incumbents are responsible for program planning, development and implementation; budget monitoring; staff supervision; and oversight of the sub-division's interaction with the community, provider agencies, and the clients served. The Social Service Supervisor is responsible for providing administrative support to and coordination of citizen's advisory boards, which serve as an advisory council to the Department, the County Executive, and the County Council.

POSITION SUMMARY:

The classification is designed to have overall responsibility for multiple services within a department sub-division and is distinguished from the Social Service Specialist series by having supervision and oversight of program development and planning.

All Social Service Supervisors

- Oversee and supervise the programs contracted for or directly provided by a specific sub-division of the Community Connections Department.
- Recommend sub-division plans, objectives, goals and strategies. Determine appropriate implementation and monitor progress.
- Recommend, develop and implement new services. Develop innovative strategies that link services as a continuum of care for clients.

- Supervise the coordination and recruitment of citizen groups, service agencies and other organizations involved in the planning process.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Participate in recruitment, interviewing and hiring of staff.
- Identify training needs and coordinate appropriate training for staff.
- Monitor budget.
- Responsible for development and implementation of Best Practices and other effective practices with providers.
- Estimate service targets and continuously monitor quantifiable performance measurements for service delivery.
- Recommend budget requirements regarding existing and new services.
- Pursue grants and funding opportunities.
- Coordinate service delivery within other divisions in Community Connections.
- Mediate and resolve complaints related to service delivery.
- Assist the Social Service Administrative Manager in representing the sub-division to elected officials and outside agencies; explain and justify programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.
- Assist the Social Service Administrative Manager in developing the department's strategic plan.
- Use and recommend appropriate data systems.
- Interpret detailed federal, state or local regulations to ensure compliance, which includes developing reporting systems to monitor programs, contracts, and budgets. Compile and analyze data to determine needs, make recommendations and evaluate programs.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job. For a complete job description click [here](#).

QUALIFICATIONS:

Graduation from a four year college or university with a Bachelor's degree in public or business administration or social work, and four or more years of progressively responsible work experience that demonstrates the ability to perform the essential functions of the position with at least one year in a supervisory capacity required. Positions in specific program areas may require program-related experience, education and/or training. Any combination of education and experience may substitute for the minimum requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Successful completion of a Washington State Patrol background investigation, in accordance with RCW 43.43, is required prior to employment. A valid Washington State driver's license and reliable transportation is required.

SUPPLEMENTAL INFORMATION:**APPLICATION AND SELECTION PROCESS**

To be considered for this opportunity please:

Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.

If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.

Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format you may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.piercecountywa.org/jobs>

Position #16-00219
SOCIAL SERVICE SUPERVISOR - DEVELOPMENTAL DISABILITIES
MF

Pierce County Human Resources
615 S 9th Street
Tacoma, WA 98405
(253) 798-7480

pchumanresources@co.pierce.wa.us

Social Service Supervisor - Developmental Disabilities Supplemental Questionnaire

* 1. Please describe your level of education.

- ☐ Less than High School or GED.
- ☐ High School or GED.
- ☐ Some college credits but not enough for a degree.
- ☐ AA in an unrelated field.
- ☐ AA in social work, gerontology, psychology, counseling and guidance, sociology or related field
- ☐ BA in an unrelated field.
- ☐ BA in social work, gerontology, psychology, counseling and guidance, sociology or related field
- ☐ MA in an unrelated field.
- ☐ MA in social work, gerontology, psychology, counseling and guidance, sociology or related field

* 2. Please describe your level of experience providing case management.

- ☐ I don't have any experience providing case management.
- ☐ I have less than 1 year of experience providing case management.
- ☐ I have more than 1 year but less than 2 years of experience providing case management.
- ☐ I have more than 2 years but less than 4 years of experience providing case management.
- ☐ I have more than 4 years but less than 6 years of experience providing case management.
- ☐ I have more than 6 years but less than 8 years of experience providing case management.
- ☐ I have more than 8 years but less than 10 years providing case management.
- ☐ I have more than 10 years of experience providing case management.

* 3. How many years of supervisory experience do you have?

- ☐ None
- ☐ 1 year to less than 3 years

- ☐ 3 years to less than 5 years
- ☐ 5 years to less than 10 years
- ☐ more than 10 years

- * 4. Please describe your experience working with developmental disabilities related programs, be sure to include any experience you have with program oversight.
- * 5. Please describe your experience administering early intervention services and/or with policy development relating to early intervention services.
- * 6. Describe your administration and/or policy development experience with programs for adults or individuals transitioning to adult programs for individuals with developmental disabilities.
- * 7. Why do you believe you would be a good fit for this position?
- * Required Question