



RECRUITMENT ANNOUNCEMENT

CLASSIFICATION: Social Work Program Administrator I

UNIT: Administration

SALARY RANGE: \$65,077 - \$71,748

WORK SCHEDULE: 8a - 5pm; Rotating On Call

RECRUITMENT: A completed application must be submitted on the Scotland County career page at <https://www.governmentjobs.com/careers/scotland>. Questions are encouraged and can be emailed to menglish@scotlandcounty.org.

The Scotland County Department of Social Services works to improve the wellbeing and safety of citizens' lives. As a part of the DSS team you will work with others who value Respect, Teamwork, Dependability, Accountability, Innovation, and Excellence. The Department provides flexible work scheduling and a full benefits package including medical insurance, vacation, paid holidays, and a 401(k) plan.

The Social Work Program Administrator manages work in a range of adult, family, and children's services programs with direct involvement in budgetary, operational, and personnel matters as well as short and long-range planning.

PRIMARY RESPONSIBILITIES:

- Reports directly to the Department Director.
- Plans work operations, sets priorities, sets deadlines, and establishes goals for social work programs.
- Plans work operations, sets priorities, sets deadlines, and establishes goals for additional programs (NEMT, Energy).
- Evaluates and documents staff performance on a probationary, monthly, and annual basis.
- Participates in the recruitment and hiring process of new social workers and social work supervisors.
- Provides administrative oversight of casework involving children at risk for or victims of neglect, abuse, or dependency.
- Participates in a limited capacity for budget preparation and monitoring.
- Performs revolving on call coverage requiring 24 hour a day availability.
- Performs other duties as assigned, which may include shelter duty.

IDEAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of methods and principles of casework supervision and training.
- Thorough knowledge of social work principles, techniques, and practices and applications to casework and community problems.
- Considerable knowledge of social and economic factors in the community, and local agencies and resources.
- Considerable knowledge of the laws, regulations, and policies which govern social services programs.
- Considerable knowledge of the principles and techniques of public administration,

📞 910-277-2500 | 📠 910-312-3257

📍 P.O. Box 1647, 1405 West Boulevard, Laurinburg, NC 28353

including personnel administration, budgeting, and office management.

- Considerable knowledge of family and group dynamics and a range of intervention techniques including resources in the community.
- Ability to establish and maintain effective working relationships with co-workers, clients, non custodial parents, and other professionals.
- Excellent written and verbal communication skills..
- Ability to analyze data, read reports, and maintain statistics.
- Ability to analyze, prioritize, plan, and execute work timely and accurately.

PREFERRED TRAINING AND 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 and five years of social work or counseling experience, two of which were supervisory;
- **or**, bachelor's 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** an equivalent combination of education and experience
- And, must possess and maintain a valid driver's license.

SUPPLEMENTAL INFORMATION:

- Criminal Records check, drug screen, references and transcripts will be required for the successful candidate; this position is subject to random drug testing;
- All applications will be considered but not necessarily interviewed;
- In lieu of no qualified applicants, trainee or work against qualifying applicants will be considered;
- Resume in lieu of a completed application is not acceptable;
- Degrees must be received from appropriately accredited institutions;
- Must attach a copy of your college transcript to the online application;
- We are an *Equal Opportunity Employer* and *E-Verify Participant*.