

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Social Services Supervisor
Department: Public Health Department -Port Arthur Unit
Unit: Port Arthur
Reports To: Department Head
Salary: \$25.0980/hour or greater depending upon qualifications
Application Deadline: Friday, January 24, 2020 @ 4:30 PM

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Provides direct supervision of professional and clerical support staff; assigns and schedules work; develops procedures and establishes priorities; sets performance objectives; authorizes vacations, overtime and/or time off; counsels and disciplines; ensures proper training of new employees; participates in performance evaluations; reviews all cases to determine eligibility of applicants for available programs; makes decision regarding claim payment; enters information on new clients into computer files; assists staff with casework, claims, etc.; provides assistance and information to clients, in person and over the telephone; reviews records and information regarding providers to determine eligibility and assure quality of services and goods provided; maintains employee attendance records; prepares department payroll to submit to Auditor's Office; monitors expenditures, reviews invoices and approves for payment; participates in preparation of annual budget for Unit I; researches, compiles and analyzes data for reports and special projects; prepares monthly IHC, Basic Needs, and Claims reports, semi-annual case count on all programs, special reports as requested; attends and participates in regular quarterly meetings of supervisors and staff; holds staff meetings of Unit II personnel as necessary; attends training sessions, educational seminars and workshops; fulfills continuing education requirements; attends and participates in meetings of job-related committees and organizations, including monthly meetings of Southeast Texas Exchange Group Meetings and the Health Planning Advisory Committee; quarterly meetings of the Child Welfare Board. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Personal computer/mainframe computer terminal, calculator, copy machine, facsimile machine and other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: Bachelor's Degree in sociology, behavioral sciences, or related field, and/or equivalent experience in casework management; three to five years of social work experience, preferably with background in DSHS eligibility; extensive administrative and supervisory experience.

Specialized Requirements: Must maintain a valid Texas Class "C" driver's license and complete all necessary defensive driving courses as scheduled. Must have excellent driving record.

Knowledge, Skills & Abilities: Strong verbal and written communication skills; working knowledge of basic accounting procedures and principles; computer skills; excellent interpersonal skills in order to deal effectively with all levels of employees, clients, vendors, providers, elected and appointed officials, and the general public; strong administrative skills; supervisory skills; excellent social work/counseling skills.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; prioritizing; accuracy; attention to detail; working alone and as part of a group; dealing with the public; flexibility in order to perform and coordinate a variety of duties; performing routine, repetitive duties; dealing with frequent deadlines; dealing with emergency client assistance; out-of-town travel to attend educational seminars and training sessions; driving a vehicle to attend regular job-related meetings; employee supervises work of others; interprets and applies policies and administrative guideline.

WORKING CONDITIONS: Work is performed primarily in a climate controlled private office environment, which is readily accessible to public and office traffic. Must be available to work normal office hours of 8:00 a.m. to 5:00 p.m. and extended hours as necessary to meet the demands of the position.

PHYSICAL REQUIREMENTS: Office duties are primarily sedentary but requires frequent walking to deliver/retrieve files and paperwork, make copies, etc.; job duties also require driving a vehicle to attend meeting of job-related committees, organizations, etc.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701**

(409) 839-2391

Fax: (409) 839-2399

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.