

ASSISTANT DIRECTOR OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position that reports directly to the Director of Social Services. An employee in this class is responsible for planning and administrative supervision of the work of the Services supervisory division staff and for coordinating the work of various units in the division to ensure compliance with New York State Social Services rules and regulations. Under the supervision of the Director of Social Services, the employee will facilitate the development of new programs and monitor and evaluate the progress of such programs. The employee will have direct responsibility for ensuring compliance with utilization review standards of case records by directing and administrative supervision of case supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and revises casework policy and procedures as needed;

Coordinates the training on policies, procedures and new program regulations;

Monitors services requiring reporting systems;

Assists with the preparation of all Services plans required by the New York State Department of Social Services and the Commissioner of Social Services;

Designs recruitment programs that attract potential staff who possess the skills and attributes necessary to work in the field;

Screens, interviews, hires and may evaluate new staff;

Establishes casework methods, determining standards and practices;

Maintains the Division policy manual;

Interprets federal and state policies and programs to the staff and the Commissioner of Social Services;

Participates in the activities of the Review Committee which monitors case intake, transfers, closings, 90 day and 6 month case reviews, and monitors compliance of Review Committee decisions;

Directs the coordination of all support staff;

Monitors all systems activities;

Responsible for developing and updating memoranda of understanding and purchase of service contracts;

Plans, directs and coordinates the ongoing instruction of staff and the orientation of new staff to the required programmatic procedures and standards of the agency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of performance standards for social services professionals; thorough knowledge of standards for social services delivery and case record keeping; good knowledge of the rules and regulations pertaining to social services; ability to

recommend and develop casework procedures; ability to establish goals and priorities; ability to conduct meetings and coordinate the work of others; ability to prepare detailed written documents, reports and correspondence; ability to record review systems which evaluate documentation of service delivery; ability to elicit staff cooperation and support in compliance with standards; ability to interpret procedures to staff and to instruct staff; ability to plan, direct and coordinate the orientation of new staff; ability to interact effectively with other administrative staff; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Social Work from a regionally accredited or New York State registered college or university and four (4) years of full-time paid experience in social work and with a public or private social agency adhering to acceptable standards, two (2) years of which must have been in a supervisory capacity; OR
- B. Possession of a bachelor's degree from a regionally accredited or New York State registered college or university with a minimum of thirty (30) semester credit hours in the behavioral sciences and five (5) years of full-time paid experience in social work with a public or private social agency adhering to acceptable standards, two (2) years of which must have been in a supervisory capacity.

Note: For the purpose of this position, behavior sciences would include courses in such areas as psychology, sociology, social work and anthropology.

ULSTER COUNTY
0370 AS DIR SS
Classification: Competitive
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