

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
SOCIAL WORK ADMINISTRATOR

DEFINITION

Plans, directs, supervises, and administers the entire social work program in a Department of Human Services (DHS) service area or institution, or the Iowa Veterans Home; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Supervises, plans, directs and coordinates the social work program of a DHS Service Area's or institution, or the Iowa Veterans Home; makes recommendations to higher level administrators concerning changes in functions and programs and the evaluation of program goals and objectives; assists in preparing budget estimates.

Provides consultative and technical guidance in the development of manuals and policies related to program operations.

Provides consultative services to county offices on all aspects of social work programs.

Implements policies and regulations and assures that conformity to policy is maintained; conducts staff meetings and develops in-service training of personnel through the use of staff meetings, conferences and group meetings and special training programs.

Meets with federal, state and local officials as needed to clarify, explain, coordinate and implement departmental goals, objectives, and programs.

Participates in special projects; serves as the statewide specialist of a social work program area; is part of the team.

Acts as a special representative of the department for operational matters as requested.

Prepares or directs the preparation of necessary records and reports.

COMPETENCIES REQUIRED

Knowledge of the principles of administration as it relates to social work.

Knowledge of the principles of supervision.

Knowledge of the principles of financial administration including budgeting.

Knowledge of the principles and techniques of social work casework.

Knowledge of federal and state policies, procedures, and regulations pertaining to the sector of responsibility.

Knowledge of the current social economic conditions of the State of Iowa.

Ability to develop, administer and supervise complex working procedures for social service programs.

Ability to plan, organize and coordinate the work of subordinates.

Ability to interpret and apply multiple rules and policies regarding employee relations in a collective bargaining environment.

Ability to establish and maintain effective working relations with subordinates, public and private officials, and the public.

Ability to interpret programs, legislation, policies, and procedures.

Ability to express ideas orally and in writing.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in social work and experience equal to two years of full-time supervisory work in a social work program;

OR

graduation from an accredited college or university with any Bachelor's degree and experience equal to five years of full-time work in consulting, supervising or evaluating social work programs, two years of which were in a full-time supervisory capacity.

Effective Date: 02/14 JD