

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SOCIAL WORK SPECIALIST MANAGER

JOB DESCRIPTION

Employees in this job, as professional managers, direct the work of Social Work Specialists. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of social work programs, and supervisory techniques, personnel policies, and procedures. Work assignments stem from the policies of social work and social service programs, with the results reviewed at the management level.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Social Work Specialist Manager-2

Social Work Specialist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title – Social Work Specialist Manager-3

Social Work Specialist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs work activities of professional Social Work Specialists in the performance of professional review team tasks.

Reviews and authorizes client service plans seeking alternatives to institutional care; assesses the quality of psycho-social care plans of service and recommends alternatives.

Conducts periodic on-site review of case records and interviews clients and service providers to ensure that appropriate services are being provided.

Provides assistance to subordinate staff and public agencies with respect to identifying and using available community services.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and techniques of medical and psychiatric social work.

Thorough knowledge of social casework, theory and procedures, group work, community organizations, social work administration, and social research.

Thorough knowledge of human behavior and the behavioral sciences, including human growth and development, dynamics of interpersonal relationships, and family dynamics.

Thorough knowledge of state and federal social welfare laws, rules, and regulations.

Thorough knowledge of federal, state, and local health rehabilitation, long-term care, and nursing care programs and facilities.

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Thorough knowledge of the eligibility factors and procedures relating to standards for approval of Medicaid/Medicare clients.

Thorough knowledge of the laws and regulations pertaining to Medicaid/Medicare programs and treatment authorization.

Thorough knowledge of interviewing techniques and methods for obtaining, evaluating, and communicating information.

Thorough knowledge of community services program resources.

Thorough knowledge of medical terminology.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of labor relations.

Thorough knowledge of employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to analyze the service plans and needs of individuals requiring assistance and recommend alternatives.

Ability to work with individuals representing other disciplines.

Ability to establish and maintain cooperation and working relationships with health, education and social services administrative and support groups.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate with others effectively.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work in adversarial situations.

Physical Requirements

None.

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Education

Possession of a master's degree with a major in social work.

Experience

Four years of professional experience equivalent to a Social Work Specialist or Services Specialist M (master's level), including two years equivalent to a Social Work Specialist P11 or Services Specialist P11M (master's level) or one year equivalent to a Social Work Specialist 12 or Services Specialist 12M (master's level).

OR

One year of professional experience equivalent to a Child Welfare Consultant P11, Services Program Manager 13, or Youth Residential Director 12.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
SOCWSPMGR

Job Code Description
Social Work Specialist Manager

Position Title
Social Work Specialist Manager-2
Social Work Specialist Manager-3

Position Code
SOCWMGR2
SOCWMGR3

Pay Schedule
NERE-142
NERE-146

ECP Group 3
Revised 2/9/07
TeamLeaders