

COUNTY SOCIAL SERVICES TRAINING OFFICER

DESCRIPTION OF WORK

This is consultative and administrative work in directing the training and staffing development activities for a large county department of social services.

Employees plan, organize, and supervise a program of orientation and in-service training for county social services personnel. Work involves contacts with unit supervisors, program administrators, and educational institutions in planning and coordinating training activities. Employee serves in a liaison capacity for agency personnel applying for scholarships and in coordinating plans for educational leave. Work is performed independently under the general administrative direction of the county director social services. Work is evaluated on the basis of employee's ability recognize training requirements, subsequent success in meeting needs through training programs, and through the performance of those who receive tin training.

EXAMPLES OF DUTIES PERFORMED

Studies and determines training needs of staff; plans and formulates training activities and materials. Advises individual employees on training needs, of available educational or training resources, and means of utilizing such resources; assists in planning programs or educational grants and leaves. Plans orientation programs for new staff members; utilizes state and field staff personnel in presenting training materials; leads discussions on plans and methods for staff development. Plans and coordinates developmental institutes, annual workshops, and related meetings as required. Works with other social service agencies and educational institutions in coordinating training activities; coordinates field placement program for students placed in department. Performs related work as required.

RECURITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of social work principles techniques, and practices, anal their application to specific casework, groupwork, and community problems.

Considerable knowledge of educational and training methods and resources the field of social work.

Considerable knowledge of available public and private resources and their use in casework and social services administration.

Considerable knowledge of the methods and principles of casework supervision and training.

Skill in conducting conferences, leading discussions, and instructing training classes.

Ability to establish and maintain cooperative work relationships with the public and with federal, state, and county personnel.

Ability to express oneself clearly and effectively in oral and written form and to plan and execute work effectively.

Minimum Education and Experience

Master's degree from an accredited school of social work and four years of social work experience, including two years of administrative, supervisory, or formal instructional experience; or graduation from a four-year college or university with a major in social welfare, nine months of graduate training in an accredited school of social work, and four years of social work experience, including two years of administrative, supervisory, or formal instructional experience; or graduation from a four-year college or university with a major in social welfare and five years of social work experience, including two years of administrative, supervisory, or formal instructional experience; or graduation from a four-year college or university, preferably with a major in sociology or psychology, and six years of social work experience, including two years of administrative, supervisory, or formal instructional experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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