

Aitkin County Health & Human Services

204 First St. NW
AITKIN, MINNESOTA 56431
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: April 4, 2013
TO: Personnel Committee
County Administrator Patrick Wussow
FROM: Tom Burke, Director
RE: Request to fill Adult Social Service Supervisor Position

I would like to request to fill the Adult Social Services Supervisor position that will be vacated by Susan Cebelinski on June 1, 2013. I feel this position is critical as the Social Service Supervisor of Adult and Disability Services supervises the following program areas:

- Adult Protection
- Community Based Waivered Services for Adults
- Chemical Dependency Services
- Developmental Delay and Related Conditions Services
- Adult Mental Health Services

This position is responsible for:

- 1) Over site of the work of 7 social workers, a case aide, and one support staff
- 2) Facilitate weekly staff meetings
- 3) Participate in case consultations and case planning
- 4) Coordinate crisis intervention and commitments
- 5) Plan for in-service to enhance staff development
- 6) Interpret MN Rules and Statutes in order to implement the above programs and to be aware of upcoming changes
- 7) Assist staff in implementing program changes that are altered by State and Federal legislation/policy
- 8) Assist staff in assuring our case files and program implementations are audit ready
- 9) Oversee the budget for the programs listed above in addition to the state waiver allocations for the DD budget which includes planning and strategizing with staff who work in this area
- 10) Negotiate group residential housing rates
- 11) Develop written GRH agreements with adult foster care providers
- 12) Oversee contracts and quality assurances with providers for other waivered services

This supervisor represents H&HS for the Region V+ Mental Health Initiative, Region III Adult Supervisors group, Sobriety Court, Local Advisory Council, and Adult Protection Team. This position also attends State Waiver Coordinator meetings, Homelessness Project meetings, and other community meetings as necessary.

4/3/2013

TO: Aitkin County Health and Human Services

ATTN: Tom Burke, Director

After working in various county government jobs for twenty -nine years, I have struggled with the final decision about when it is time to retire. I would like to inform you that I have finally made the decision to retire from county employment effective 6/1/2013 and I know that this is a good decision for me at this time.

I wish to thank you for hiring me eight years ago and giving me valuable work experience in Aitkin County. Despite the day to day stress, it has generally been a positive experience for me and I will miss the relationships that have been cultivated over the years spent in Aitkin County.

Sincerely,

A handwritten signature in cursive script that reads "Susan Cebelinski". The signature is written in dark ink and is positioned above the printed name.

Susan Cebelinski

SS Supervisor Position - Full Time Replacement

Current Wage Expense

Position	Current
Supervisor	2013 Salary
	<u>\$73,442.72</u>

Replacement Wage Expense

Beginning 2013	Ending 2013
Salary Range***	Salary Range***
<u>\$43,707.33</u>	<u>\$78,777.75</u>

*** per current S&P Compensation Guidelines

JOB TITLE: SOCIAL SERVICE SUPERVISOR

Reports to:	Human Services Director	Department:	Human Services
Classification:	Grade 14	Site:	South Courthouse Annex
FLSA:	Exempt	Union:	No
Supervision		Date:	July 1997
Exercised:	Yes		

JOB SUMMARY: Under direction of the Human Services Director performs professional work in the administration and supervision of social service programs, supervises the social service personnel and directs operations of the department according to the mission and policies of the Aitkin County Board of Commissioners. Responsible for designated areas of the program. Meets requirements applicable to state, federal and county laws, statutes and policies.

MAJOR JOB FUNCTIONS:

1. **Supervision - 75%**
 - a. Assists in hiring and the orientation of Social Service Staff. (3%)
 - b. Assigns the workload to both social work and clerical staff. (4%)
 - c. Evaluates job performances of social service staff. (3%)
 - d. Supervises all case work activities. (65%)
2. **Social Service Programs - 10%**
 - a. Assist in the development, writing, coordinating, planning, and monitoring of all social service programs including programs using local, state and federal funds.
 - b. Documents reports according to local, state and federal guidelines.
 - c. Prepares and monitors program area budgets and expenditures.
3. **Meetings - 15%**
 - a. Attends County Board, Administrative Staff, and external agency meetings as required. (10%)
 - b. Conducts social service staff meetings. (5%)

ADDITIONAL RESPONSIBILITIES:

1. Ability to consult with representatives of the Minnesota Department of Human Services and other State and local organizations in carrying out social service functions.
2. Knowledge of local, state and federal laws, rules, regulations and policies relevant to social service programs.
3. Knowledge of principles, techniques, theories, and practices of social work and social work supervision.
4. Ability to establish and maintain positive, effective relationships with staff, clients and the community.
5. Knowledge of social and economic problems.
6. Ability to communicate effectively, both orally and in written form.
7. Performs other work related duties as assigned/required by the Director.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Minimum requirement is graduate from accredited four year Social Work Program or related degree and have completed a minimum of four years as a social worker.

WORKING CONDITIONS/PHYSICAL REQUIREMENT: This position requires indoors work in an office setting where there is occasional lifting, little dust and noise. Sitting at a desk is done for the majority of the day (75%). This position requires standing (15%), driving (10%), and at times direct service to clients.

OTHER: The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.