

EDGECOMBE COUNTY HUMAN SERVICES AGENCY  
DEPARTMENT OF SOCIAL SERVICES  
122 E. ST. JAMES STREET  
TARBORO, NORTH CAROLINA 27886

Social Worker III (Facilitator)  
Fully Qualified: Salary: \$35,945.00

**Posted: Internal, NC Works Career Center, Edgecombe County Website, NC Social Services Jobs, Indeed.com**

**POSITION DESCRIPTION AND NUMBER: - 165-40-175**

The primary duties of this position is to coordinate all child and family team meetings. This individual coordinates CFT meetings during the investigative stage, in-home services and foster care services. Duties include setting up dates and time for meetings, places for the meeting to be held, noticing the parents, caretakers, family support systems and community support systems involved with the family. This individual is responsible for the on-going scheduling process until the case is closed. This individual is responsible for the flow and organization of the meeting, engagement of individuals in the meeting, clarifying roles of the participants, making sure goals are clear and all goals are heard. Oversees the process to ensure a plan is developed that provides safety and meets the needs of the children. Completing written documentation of the meeting to include who attended, summary of the meeting and the established goals for the family. Worker may on occasion be involved in some case management areas as well as conducting some protective services activities in order to assess risks to the child/aged and disabled adult. Worker may also be involved in collateral contacts for urgent, high-risk situations. The employee may also be subject to on-call protective services rotation after hours and over holiday periods. Position performs other duties as assigned. A valid NC drivers' license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.) Child Welfare social workers must live within range of the beeper. Must be able to lift and carry a child. Position is located in Tarboro; however, office location may change based on the needs of the agency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of social work principles, techniques and practices and their application to complex case work, group work and community problems; Considerable knowledge of a wide range of medical, behavioral, and/or psychosocial problems and their treatment theory. Considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies which govern the program. General knowledge of the methods and principles of case work supervision and training. Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client's problems. Ability to establish and maintain effective working relationships with members of case load and their families, as well as civic, legal, medical, social, and religious organizations. Ability to express ideas clearly and concisely and to plan and execute work effectively.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:**

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work **and** completion of the Child Welfare Collaborative (Child Welfare Positions Only); Bachelor's degree in social work from an accredited school of social work and one year of directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years of directly related experience. Bachelor's degree from an accredited college or university and three years of directly related experience;

- Preferences: Prefer applicants with computer experience and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. **Bilingual applicants (English/Spanish) encouraged to apply. Official transcript required.**

Work-Against applicants may be considered. **SW I = \$26,822.00 & SW II = \$32,603.00.**

**Application Period: 06/01/2018 Until Filled**  
**Application Deadline: Open Until Filled**

Application Process: Applications are available online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov). Applications are to be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications can be picked up at the Social Services office at 301 S. Fairview Rd., Rocky Mount, NC 27801 or downloaded from the County's website. Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St. Tarboro, NC 27886. Applicants may apply through the Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered. **An official transcript of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.** We support a drug free work environment. A Pre-Employment Drug Screening and Criminal Background Check Is Required: **AA/EOE**