

**EDGECOMBE COUNTY HUMAN SERVICES AGENCY  
DEPARTMENT OF SOCIAL SERVICES  
301 SOUTH FAIRVIEW ROAD  
ROCKY MOUNT, NORTH CAROLINA 27801**

Social Worker II –Day Care

**165-40-083**

Salary: \$30,887

Posted: Internal, ESC, Edgecombe County Website

**Position Description:**

This position is located within the Work First Day Care Unit. Worker performs duties associated with the provision of child care arrangements for eligible clients from various funding sources. Worker maintains contact with other agency units and community child care resources and is responsible for tracking monthly expenditures for child care in their caseload. Position performs other duties as assigned. A valid NC driver's license and access to a passenger vehicle is required. A pre-employment business drug screening and criminal background check 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.) This position is located in the Tarboro Office, however, office location may change based on the needs of the agency.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of basic social work principles, techniques and practices and their application to individual casework, group work, and community problems.
- Knowledge of governmental and private organizations and community resources. Knowledge of the laws, regulations, and policies which govern the program.
- Knowledge of human behavior and socio-economic family and group dynamics and a range of intervention techniques.
- Skill in establishing rapport with a client and applying techniques of assessing psychosocial, behavioral, and psychological aspects of client's problem.
- Requires the ability to work effectively in a teamwork setting and maintain a cooperative and effective working relationship with team members, agency leaders and community professionals.
- Ability to express ideas clearly and concisely and to plan and execute work.

**Minimum Training and Experiment Requirements:**

- Bachelor's degree in social work from an accredited school of social work
- Bachelor's degree in a human services field from an accredited college or university and one year directly related experience;
- Bachelor's degree from an accredited college or university and two years directly related experience.

**Preferences:** Prefer applicants with strong computer skills and working knowledge of word processing applications. Bilingual in English and Spanish is a plus. Work against applicants may be considered. SW I = \$25,411

**Application Period: 08/22/2013 through 09/03/2013**  
**Application Deadline: September 3, 2013 @ 5:00 p.m.**

Application Process: Edgecombe County Social Services employees may return a completed NC state application (PD107) to Nora Harper, Personnel Assistant. All other applicants may apply through the Employment Security Commission. Electronic copies, incomplete or unsigned applications will not be considered. A pre-employment drug screening and criminal background search is administered to all new hires. **A computer proficiency test is required.**

**A 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**