

**Edgecombe County Health Department  
122 East St. James Street  
Tarboro, North Carolina 27886**

**Human Services Coordinator III  
Job Position Number: 453-40-090  
Salary: \$34,233 - \$56,201  
Grade: 15**

Posted: ESC, County Website, Internal

**Closing Date: Until Filled**

The Edgecombe County Health Department is seeking a qualified Human Services Coordinator III to provide supervision, coordination, management, and monitoring of the Community Alternative Program for Disabled Adults Community Alternative Program for Children and Money Follows the Person programs and provide direct services to CAP patients in order for them to lead lives in the community safely with dignity and independence to the greatest extent possible.

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of social work principles, techniques, and practices, and their application to complex casework, group work, and community problems.
- Considerable knowledge of a wide range of medical, behavioral and psychosocial problems and their treatment.
- Considerable knowledge of family and group dynamics and a range of intervention techniques.
- Considerable knowledge of governmental and private organizations and resources in the community
- Considerable knowledge of the laws, regulations, and policies which govern the program.
- General knowledge of the methods and principles of casework supervision and training.
- Skill in establishing rapport with a client and in applying techniques of assessing psychosocial behavioral and psychological aspects of client's problems.
- Ability to supervise, train, or instruct lower-lever social workers in the program
- 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 Education and Experience:**

Master's degree in a human services field such as social work, counseling, psychology, special education, deaf education, or rehabilitation counseling or related curriculum and one year of experience in social work or counseling, preferable with the client population; or a bachelor's degree in one of the above fields and two years of social work or counseling experience; or graduation from a four year college or university and four years of experience in counseling or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience.

Interest candidates must complete and submit an Edgecombe County Application and certified college transcript. The Edgecombe County Application form may be obtained from the Employment Security Commission Office or online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov). Send application materials to:

Edgecombe County Health Department  
Attention: Julie Keel  
P.O. Box 100  
Tarboro, North Carolina 27886

The Edgecombe County Health Department is an Equal Opportunity, Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Pre-employment drug, E-Verify and criminal background screenings are required.