

EDGECOMBE COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
3003 NORTH MAIN STREET  
TARBORO, NORTH CAROLINA 27886

Social Worker I  
Transportation and State In-Home Aide Services  
Salary: \$25,242

Description of Work: 165-40-001

This position is located in the Adult Services Unit in the Tarboro office. The primary purpose of this position is to coordinate the delivery of medical transportation for the citizens of Edgecombe County. Duties include maintaining an internal system that tracks Medicaid transportation providing statistical data, coordinating transportation services with transportation providers, and providing case management services. This position will also maintain a State In-Home Aide caseload. In addition this position rotates intake duties with other unit staff. Employee 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.) Position is located in Tarboro; however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities: Working knowledge of basic social work principles, techniques and practices and their application to specific casework, group work, and community problems. Knowledge of governmental and private organizations and resources in the community; Some knowledge of behavioral and socioeconomic problems and their treatment. Ability to establish and maintain effective working relationships with administrative supervisors; with members of case load and their families; and with care providers and various community organizations. Ability to express ideas clearly and concisely and to plan and execute work.

Minimum Training and Experience Requirements:

- Bachelor's degree in a human services field from an accredited college or university;
- Bachelor's degree from an accredited college or university and one year directly related experience.
- Preferences: Prefer applicants with strong computer skills and working knowledge of Windows and Microsoft office applications. Bilingual applicants encouraged to apply.

**Application Period: 01/10/2012 thru 01/20/2012**  
**Application Deadline: January 20, 2012 – 5:00 p.m.**

Application Process: Edgecombe County Social Services employees may return a completed NC state application to Nora Harper, Personnel Assistant. All other applicants should apply through the Employment Security Commission.

A transcript of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.

A Pre-Employment Drug Screening and Criminal Background Check Is Required:  
AA/EOE