

Human Resources Placement Specialist

Fully Qualified: Salary: \$26,822.00

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

Description of Work and Position Number: 165-40-641

This position is located within the Fatherhood Program and is responsible for the job placement of non-custodial parents and Work First recipients. The target population is fathers (non-custodial parents) who are referred through the child support program and/or judges within the judicial system. Work involves interviewing clients to assess basic factors that affect employment, and/or socio-economic needs; contacting a wide variety of employers to develop job opportunities, to facilitate job placement, or to identify on-the-job training situations; and providing classroom instruction for job readiness. A valid NC driver's 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 with the County Fleet Policy and Employee Safety Program (page 10, section.) This position may rotate between the Tarboro and Rocky Mount Offices.

Knowledge, Skills and Abilities:

Considerable knowledge of the types of businesses/industries likely to employ clients; considerable knowledge of economic, social, and environmental conditions of the population served; general knowledge of basic limitations and characteristics of various disabling conditions and the barriers these present to employment from the individuals' and employers' viewpoints; general knowledge of various service/rehabilitation programs, including their purposes, service availability, and basic eligibility requirements; general knowledge of acceptable employment practices, interviewing procedures, and relational-supportive counseling; skill in appraising basic needs and/or interests that affect jobs and exercising good judgment in deciding on placement in a timely fashion; skill in establishing rapport with a cross-section of the business community and client population served; and skill in marketing or outside sales. Worker must possess excellent interviewing, listening, reasoning, organizational and computational skills with the ability to read, comprehend and evaluate documents from a multitude of sources. Worker must possess the ability to manage and work independently and under stress, be extremely organized yet sufficiently flexible to meet unplanned assigned work. Worker must possess strong interpersonal skills with the ability to lead by example and to maintain and create a positive attitude. The ability to cope with stress is a requirement of this position. Worker is constantly contacted from many different sources on a daily basis. The ability to prioritize, use good sound judgment and multitask is an essential requirement. Worker must have excellent computer skills sufficient to use online case management systems, internet and various other search engines and software programs. A computer proficiency test is required.

Minimum Training and Experience:

Bachelor's degree in a human services or business field such as human resources, marketing, business administration, business management, healthcare management, or public administration from an appropriately accredited institution; associate's degree in a human services or business field (identified above) from an appropriately accredited institution and two years of directly related work experience; graduation from high school and four years of directly related work experience;

Application Period: 03/18/2019 – Until Filled

Application Deadline: Open Until Filled

Application Process: Applications should 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 at www.edgecombcountync.gov. Applicants may apply through the Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered. **Any transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions. Resumes will not be accepted in lieu of applications.**

Preferences: Prefer applicants with computer experience, imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply.

We support a drug free work environment. A pre-employment drug screening and criminal background check is required.AA/EOE