

Edgecombe County
Human Services Agency
Department of Social Services
122 E. St. James Street - Tarboro, NC 27886

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

Position: Social Work Program Manager – 165-40-551
Fully Qualified Salary: \$45,876.00

Position Description: Work in this position involves program management and supervisory responsibilities of the children services program and the Adult Services program. This position reports to the Director and is responsible for providing quality preventive, protective and support social work services to the citizens of Edgecombe County who qualify for the wide variety of programs available. Position interprets and disseminates information necessary for the children services supervisor, the adult services supervisor, and staff to carry out program mandates. Responsibilities also include short and long range planning for the children services and the adult services program, write grant applications, confer and consult with unit supervisors on issues that impact on program goals, objectives, policies and the delivery of services, determine budgetary needs, review work, counsel and discipline employees. Some after-hours supervision is required. Position performs other duties as assigned. A valid NC driver's license and access to a passenger vehicle is required. Position is located in Tarboro, however, office location may change based on the needs of the agency.

Knowledge, Skills, and Abilities: Considerable knowledge of methods and principles of casework supervision and training; considerable knowledge of social work principles, techniques and practices and their application to specific casework and community problems; Considerable knowledge of behavioral and socioeconomic problems and their treatment and governmental and private organizations and community resources. Considerable knowledge of the laws, regulations and policies which govern social work programs. Skill in supervising, training, or orienting lower-level social workers, students, interns, or other staff. Ability to express ideas clearly and concisely and to plan and execute work effectively.

Minimum Training and Experience Requirements

Master's degree from an accredited school of social work and three years of social work or counseling experience, two of which was in a supervisory capacity; Bachelor's degree from an accredited school of social work and four years of social work or counseling experience, two of which was in a supervisory capacity; Master's degree in a counseling field and four years of social work or counseling experience, two of which was in a supervisory capacity; Four-year degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and five years of social work or counseling, two of which was in a supervisory capacity; Graduation from a four-year college or university and six years of experience in rehabilitation counseling, pastoral counseling, or a related human services field providing experience in the techniques of casework, group work, or community organization, two of which was in a supervisory capacity; or an equivalent combination of training and experience

Application Period: 02/11/ 2019-Until Filled
Application Deadline: Open Until Filled

Application Process: Applications are available online at www.edgecombecountync.gov. 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. Applicants may also apply through the NC Department of Commerce- Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered. Preference: Prefer applicants that are proficient in using a personal computer and have strong verbal and written communication skills. Bilingual (English/Spanish) applicants encouraged to apply. **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