

**HUMAN SERVICES BUILDING
EDGECOMBE COUNTY DEPARTMENT OF SOCIAL SERVICES
122 E. ST. JAMES STREET
P. O. BOX 370
TARBORO, NORTH CAROLINA 27886**

Social Worker III-APS-Representative-Payee/Intake

Fully Qualified: Salary: \$35,945 **165-40-188**

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

POSITION DESCRIPTION: -

This position is located in the Adult Services Unit. This position is responsible for interviewing and conducting assessments for individuals and families requesting services and/or assistance through one of the emergency programs offered. In addition, this position maintains a State In-home Aide caseload which allows individuals that require assistance with daily living needs to remain in their home as long as possible. In the role of Representative Payee, this position assists the aged/disabled with the management of finances, which includes: assessing the need for a Representative Payee and counseling with the client. Employee may conduct APS investigations and serve on-call. Employee performs other duties as assigned. 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 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.

KNOWLEDGES, 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/or psychosocial problems and their treatment theory. Considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies, which govern the program. General knowledge of the methods and principles of casework supervision and training. In certain settings, considerable knowledge of medical terminology, disease processes and their treatment as they relate to decisions regarding clinical interventions and appropriate therapies based on medical or psychological diagnosis. Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client's problems. 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 TRAINING AND EXPERIENCE REQUIREMENTS:

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in counseling in a human services field and one year of social work or counseling; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience.

One-year work experience can be credited for completion of the social work collaborative.

Preferences: Prefer applicants with strong computer skills and working knowledge of word processing applications. Bilingual applicants (English/Spanish) encouraged to apply. Work-Against applicants will be considered. **SW I = \$26,822 & SW II = \$32,603.**

Application Period: 08/29/2018- Until Filled

Application Deadline: Open Until Filled

Application Process: Applications are available online at www.edgecombecountync.gov. Applications can be picked up at the Social Services Office at 301 S. Fairview Rd., Rocky Mount, NC 27801 and returned to Nora Harper, Personnel Assistant. Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St. Tarboro, NC 27886. 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.

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