



Ashe County Department of Social Services  
150 Government Circle  
Suite 1400  
Jefferson, NC 28640  
(336)-846-5719

## **RECRUITMENT NOTICE**

**Position:**     **Community Social Services Technician—Children's Services Unit**  
Position #5310-361-16, Permanent, Full-time

**Salary:**       Grade 103     \$35,869.66

**Application Period:**       **April 23, 2025 – April 30, 2025**

### **JOB RESPONSIBILITIES:**

Employees in this position provide supportive services to families who are involved with Children's Protective Services and/or Foster Care Services. Position works with clients who may have multiple problems characterized by complications of mental illness, substance abuse and developmental delays. Primary duties include providing complex supportive services such as:

- ◆ teaching and demonstrating developmentally appropriate child-rearing and disciplinary strategies in a one-on-one setting.
- ◆ instructing clients in household management / budgeting, personal, health care and daily living skills.
- ◆ transporting clients to assure they receive medical, social, mental health, and educational services designed to assist them in meeting basic individual and family needs.
- ◆ facilitating group instruction sessions on a variety of home management or personal care skills.
- ◆ supervising visitation between parents and their children.
- ◆ assisting clients to effectively access a variety of community resources.

Employee works closely with Social Workers in a small service unit to help families achieve the goals of their service plan.

The employee is required to assist in the operation of a community shelter in the event of an emergency.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of, and skill in, enlisting available community supportive resources for individuals served; considerable knowledge of social, economic and environmental conditions of clients served; skill in basic reading, writing and simple mathematics; skill in appraising needs and exercising good judgment in decision-making; skill in establishing rapport with client and a variety of service delivery disciplines and community business personnel; ability to verbally communicate findings.

## **MINIMUM EDUCATION AND EXPERIENCE:**

High School Diploma and a demonstrated possession of knowledge, skills, and abilities gained through two years of experience in performing similar instructional and community placement tasks; or graduation from a two-year associate degree program designed to prepare support personnel for human services agencies which includes a six-month practice / internship in a similar setting (one year of the above experience may be substituted for the practice).

## **APPLICATION PROCESS:**

All applications must include a signed State Application for employment (PD 107 located on the Ashe County website), a cover letter, resume, and a copy of transcript from the institution where the applicant received the highest degree. An official transcript will be required upon employment.

Completed applications must be submitted to the Ashe County Department of Social Services. Applications may be dropped off in person or mailed to 150 Government Circle, Suite 1400, Jefferson, NC 28640 (Attn: Michele Blevins); submitted by fax to Michele Blevins at 336-846-5779 or emailed to [micheleblevins@ashecountygov.com](mailto:micheleblevins@ashecountygov.com). All documents must be received prior to the 5:00p.m. deadline on April 30, 2025.

Incomplete applications or applications received after 5:00p.m. on April 30, 2025 will not be accepted. Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office. Verification for education and work experience is taken solely from information listed on the application Form PD-107. Applicants will not automatically be given credit based on their position title.

## **SELECTION PROCESS:**

Selection will include use of a structured interview to select the best applicant for the position. Applications are rated by the Office of State Human Resources for training and experience. Candidates will be subjected to a background check and drug screening.

**ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**