



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

RECRUITMENT ANNOUNCEMENT

**POSITION: Community Social Services Technician—Adult Protective Services
Permanent, Full-time
Position #5310-360-16**

SALARY: Grade 60 \$31,293

APPLICATION PERIOD: November 24, 2020 – December 7, 2020

JOB RESPONSIBILITIES:

This position is part of the Adult Protective Services Unit which provides in-home services to individuals who are receiving Protective Services, Guardianship Services, or are receiving Payee Assistance. The primary duties include providing complex supportive services such as:

- * must be able to adhere to a flexible work schedule
- * assisting clients with weekly grocery shopping and medication management
- * instructing clients in household management/budgeting, personal, healthcare and daily living skills
- * transporting clients to assure they receive medical, social, mental health, educational, and other services designed to assist them to meet basic individual needs
- * assisting clients to interface appropriately with a variety of community resources
- * complete dictation that carefully documents the events that occur during each encounter with client in agency software program
- * provide emotional support and report any possible issues of abuse, neglect, or exploitation to the Social Worker/Supervisor.

The employee works closely with Social Workers in a small service unit to help individuals 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.

MINIMUM EDUCATION AND EXPERIENCE:

High School Diploma and a demonstrated possession of knowledges, 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 State Application for employment (PD 107 located on the Ashe County website), a cover letter, resume, and a copy of a transcript from the institution where the applicant received the highest degree. An official transcript may be requested subsequently.

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: Joshua Poe); by fax to Joshua Poe at 336-846-5779 or email applications to Joshuapoe@ashecountygov.com prior to the 10:00 a.m. deadline on December 7, 2020.

Incomplete applications or applications received after 10:00 am on December 7, 2020 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; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. 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 State Personnel Division for training and experience. Candidates will be subjected to a background check and drug screening.

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER