



Ashe County Department of Social Services  
150 Government Circle  
Suite 1400  
Jefferson, NC 28640  
(336)-846-5700

## **RECRUITMENT ANNOUNCEMENT**

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

**SALARY: Grade 60 \$31,293 - \$43,950**

**APPLICATION PERIOD: February 14, 2019 – February 25, 2019**

### **JOB RESPONSIBILITIES:**

This position is part of the Children’s Services Unit which provides in-home services to multi-problem families who are receiving Protective Services or Foster Care Services. The primary duties include providing complex supportive services such as:

- \* teaching and demonstrating for parents developmentally appropriate child-rearing and disciplinary strategies one-on-one
- \* 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 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 interface appropriately with a variety of community resources

The employee works closely with Social Workers in a small service unit to help the family 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 signed State Application for employment (Form 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.

Applications for external candidates must be submitted to the NCWorks Office, 626 Ashe Central School Road; Unit 5, Jefferson, NC 28640 in order to be considered. You may fax all documents to Nancy Broman at 336-982-3657 prior to the 1:00 p.m. deadline on February 25, 2019.

Internal applications may be submitted to Lori Trent.

**Incomplete applications or applications received after 1:00 p.m. on February 25, 2019, 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**