



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

RECRUITMENT ANNOUNCEMENT

POSITION: Social Worker II – Family Support Services
Position Is Permanent, Full-Time
Position #5310-342-16

NC FAST EXPERIENCE & NORTH CAROLINA PRE SERVICE PREFERRED

Annual Salary Range: Grade 69 \$49,461 - \$70,578

Application Period: September 22, 2022 - October 03, 2022

JOB RESPONSIBILITIES:

Position involves conducting interviews with clients, relatives and other contacts to obtain information to be incorporated into a social history which will aid in planning for required services. Work includes establishing eligibility for specific programs or services; evaluating the client's situation and reaching conclusions as to the most appropriate services; providing or arranging such services; and entering clear, concise, timely documentation into the appropriate client record. Services may be provided in a variety of settings, including mental health facilities, home environments, correctional facilities, homeless shelters and other non-traditional living locations. Work involves psycho-social assessment, basic counseling, social support and reinforcement in areas such as death and dying, employment, vocational, medical, health or behavioral issues. In certain instances, a working knowledge of medical terminology and disease processes, IDD /developmental programs and behavioral management techniques are required. Employee is required to open or assist in the operation of a community shelter in the event of an emergency.

Employees provide information to clients, answer factual questions, give explanations and interpretations of Agency policies and procedures that are of immediate concern to clients or caregivers and make referrals for other services. Position requires the ability to make accurate assessments / evaluations and use analysis and judgment to develop an appropriate, comprehensive service / treatment plan. Employees provide complex casework services as a member of an inter-disciplinary team. Field work is required.

Other essential functions include providing emergency assistance services, home visits, in-depth interviewing and gathering information to facilitate client access to services. Employees provide intensive case management and counseling to at-risk families, utilizing Family Centered Practices as mandated by State policy. Work involves intensive complex case management

assessment of cases involving multiple client needs. Employees perform assessments to identify needs; develop appropriate service plans with each participant and coordinate and monitor all services required to assist participants to reach identified goals. Workers assist clients in improving their employability through education, training and supportive services. Workers must have the ability to establish and maintain effective working relationships with community agencies, including participating in group meetings and various outreach activities. Worker receives and reviews various records and reports such as referrals for at risk case management services, abuse and neglect screenings, daily attendance and tardy report, requests for emergency assistance and requests of suicide assessments.

Position is also responsible for performing daily monitoring of programs, maintaining monthly reports, entering data accurately into computer systems for all case records, completing timesheets and travel reimbursement sheets and maintaining training and monthly data collection logs. Employees must comprehend basics of fiscal management, including assessing appropriate funding sources, accurately tracking expenditures, and calculating spending coefficients.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Bachelor's Degree in Social Work from an appropriately accredited institution; Bachelor's Degree in a human services field from an accredited college or university and one year directly related experience; Bachelor's Degree from an accredited college or university and two years directly related experience. *Directly related experience is defined as human services experience in the areas of case management, assessment and referral, supportive counseling, intervention, psycho-social therapy and treatment planning. Degrees must be received from appropriately accredited institutions.

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: Joshua Poe); by fax to Joshua Poe at 336-846-5779 or email applications to joshuapoe@ashecountygov.com All documents must be received prior to the 10:00 a.m. deadline on October 03, 2022. Any questions please contact Joshua Poe at 336-846-5702.

Incomplete applications or applications received after 10:00 a.m. on October 03, 2022 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 may include use of a structured interview and/or written assignment to select the best applicant for the position. Internal candidates will not be subjected to a background check and drug screening as they are currently employed.

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER