



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 #5310-340-16 – Permanent, Full-time

**Salary:** Grade 69 \$50,946  
Grade 65 \$43,029  
(up to 12-month work against to SW II position)

**Application Period:** September 18, 2023 – September 28, 2023

## **NC FAST Experience Preferred**

### **JOB RESPONSIBILITIES:**

Position involves conducting in-depth 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; facilitating client access to needed services including providing or arranging such services; and entering clear, concise, timely documentation into the appropriate client record. Position requires the ability to make accurate assessments / evaluations and use analysis and judgment to develop an appropriate, comprehensive service / treatment plan.

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. Worker assists clients in improving their employability through education, training and supportive services. Other essential functions include providing emergency assistance services, completing home visits and meeting clients as needed in out-of-office settings.

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. Work involves intensive complex case management assessment of cases involving multiple client needs, utilizing Family Centered Practices as mandated by State policy.

Position is also responsible for performing daily monitoring of programs, maintaining monthly reports and monthly data collection logs as well as entering data accurately into computer systems. Employees must comprehend basics of fiscal management, including assessing appropriate funding sources, accurately tracking expenditures, and calculating spending coefficients. Workers may participate in group meetings with community agencies and conduct various outreach activities. Employee may assist in receiving and screening reports of abuse and neglect for children and vulnerable adults.

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 social work principles, techniques and practices and their application to individual casework, group work and community problems. Ability to read, analyze, and interpret a variety of regulations, policies, and procedures of varying complexity. Knowledge of psychosocial, socioeconomic and behavioral problems and their treatment. Knowledge of governmental and private organizations and community resources. Skill in establishing rapport with clients and applying techniques of assessing psychosocial, behavioral and psychological aspects of a client's concerns. Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families as well as civic, medical, social and religious organizations. Ability to express ideas clearly and concisely and to plan and execute work within required timeframes.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree in social work from an appropriately accredited institution; Bachelor's degree in a human services field from an accredited institution and one year of directly related experience; Bachelor's Degree from an appropriately accredited college or university and two years directly related experience; or an equivalent combination of education and experience.

### **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: Angie Ritter); submitted by fax to Angie Ritter at 336-846-5779 or emailed to [angieritter@ashecourt.gov](mailto:angieritter@ashecourt.gov). All documents must be received prior to the 5 p.m. deadline on September 28, 2023.

**Incomplete applications or applications received after 5 p.m. on September 28, 2023, 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 may include use of a structured interview, written exercise, and online assessments 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**