



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

## **RECRUITMENT ANNOUNCEMENT**

**Position:** Social Worker III – Adult Protective Services  
Position #5310-328-19 – Permanent, Full-time

**Salary:** Grade 115 \$57,428.49  
Grade 113 \$53,095.86  
(up to 12-month work against to SW III position)

**Application Period:** March 20, 2025 – March 31, 2025

### **JOB RESPONSIBILITIES:**

This position involves providing intensive social work services in serious and complicated cases, requiring the use of a wide range of social work skills and intervention techniques. Responsibilities include managing a caseload of several clients (approximately 12 to 18) and administering various programs, including Medicaid Administrative Claiming, Guardianship, Representative Payee cases, Individual and Family Case Management, Adult Home Specialist and Special Assistance In-Home. Worker completes Adult Protective Service Intake and Evaluations, Outreach visits, and Multi-disciplinary Evaluations and other related tasks. Responsibilities include setting mutually-agreed upon goals with the client, completing home visits, transporting clients to medical appointments and other locations based on client's needs, ensuring clients' bills are paid, acquiring housing for clients and physically assisting with the move, assisting with instrumental activities of daily living, and other functions as needed to ensure client safety and development.

The applicant must be willing to be trained offsite and onsite in programs and techniques, must be willing to accept direction from Supervisor and others regarding client well-being, and willing to work in a team environment - working across borders and boundaries as needed. Record creation, keeping, and maintenance must be done in a timely manner as directed by Supervisor. Skills helpful to this role include good organizational skills, patience and people skills; the ability to constantly re-prioritize; self-motivation; and problem solving.

Worker will be involved in the rotation of on-call duties during evenings, weekends and holidays. The employee is required to assist in the operation of a community shelter in the event of an emergency.

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

Master's degree from an accredited school of social work and one year of social work; Bachelor's degree from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience; or an equivalent combination of training 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: 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 March 31, 2025.

Incomplete applications or applications received after 5:00p.m. on March 31, 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, 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**