

Guide to the Updated and Revitalized Website *DSS Jobs NC*

Welcome to the newly updated DSS Jobs NC! Don't worry, this is the same site you used previously to post job openings for your organization, with a few cosmetic updates and multiple upgrades to make it easier to use. We hope it helps you recruit and find talented workers for your agency.

The DSS Jobs NC site now features:

- Simpler and more responsive design accessed easily via computer, phone, or tablet.
- Streamlined job submission process with fewer fields to enter, which makes posting jobs quicker and simpler.
- Improved search. Job postings can now be searched via the search feature or viewed by Work Type or County. The County option allows job posters or job seekers to jump to all the postings made by a specific county with a single click.
- Easier posting. You no longer need an account and password to post jobs for your agency. With increased ability to weed out spam and bot accounts, we no longer need you to remember a username and password. Simply click on the "Submit a Job Posting" link, enter the information, and within minutes your job will be posted.
- An improved and updated weekly job listing email. Anyone who would like can use our subscription button at the bottom of the screen and receive a weekly email containing all the new jobs added to the site.
- A comment/feedback form so job posters can inquire about additional features or request changes and give us feedback. This input will allow us to continually improve the site to help you post jobs and find talented workers.

On the following pages are screenshots of the various pages of the redesigned site, as well as information about features on the new DSS Jobs NC. Please send us any feedback you have via the "Contact Us" page.

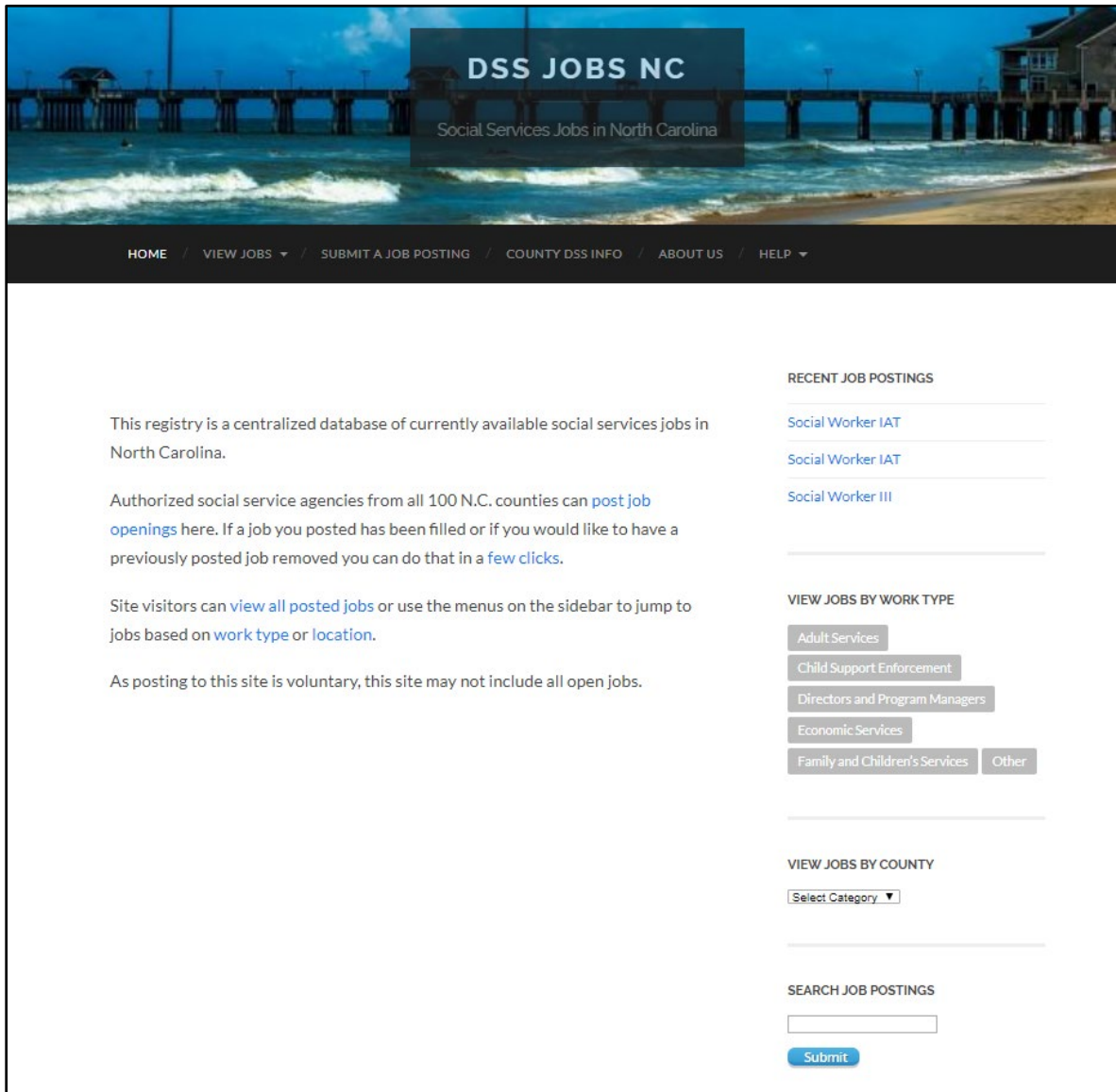
Thank you,

DSS Jobs NC

This website was developed and is maintained by the [NC Child Welfare Education Collaborative](#) (CWEC), part of the Family and Children's Resource Program at the UNC School of Social Work, through funding from the NC Division of Social Services.

Home Page

From this page you can immediately see the most recent jobs posted to the site, jump to jobs based on work type, or select a county from the drop-down menu to view all available positions in that county.



The screenshot shows the homepage of the DSS JOBS NC website. The header features a banner image of a pier over the ocean with the text "DSS JOBS NC" and "Social Services Jobs in North Carolina". Below the banner is a navigation bar with links: HOME, VIEW JOBS, SUBMIT A JOB POSTING, COUNTY DSS INFO, ABOUT US, and HELP. The main content area is divided into two columns. The left column contains three paragraphs of text: "This registry is a centralized database of currently available social services jobs in North Carolina.", "Authorized social service agencies from all 100 N.C. counties can post job openings here. If a job you posted has been filled or if you would like to have a previously posted job removed you can do that in a few clicks.", and "Site visitors can view all posted jobs or use the menus on the sidebar to jump to jobs based on work type or location. As posting to this site is voluntary, this site may not include all open jobs." The right column contains three sections: "RECENT JOB POSTINGS" with three links (Social Worker IAT, Social Worker IAT, Social Worker III), "VIEW JOBS BY WORK TYPE" with a list of buttons (Adult Services, Child Support Enforcement, Directors and Program Managers, Economic Services, Family and Children's Services, Other), and "VIEW JOBS BY COUNTY" with a "Select Category" dropdown. At the bottom right is a "SEARCH JOB POSTINGS" section with a search input field and a "Submit" button.

DSS JOBS NC
Social Services Jobs in North Carolina

HOME / VIEW JOBS / SUBMIT A JOB POSTING / COUNTY DSS INFO / ABOUT US / HELP

This registry is a centralized database of currently available social services jobs in North Carolina.

Authorized social service agencies from all 100 N.C. counties can [post job openings](#) here. If a job you posted has been filled or if you would like to have a previously posted job removed you can do that in a [few clicks](#).

Site visitors can [view all posted jobs](#) or use the menus on the sidebar to jump to jobs based on [work type](#) or [location](#).

As posting to this site is voluntary, this site may not include all open jobs.

RECENT JOB POSTINGS

- [Social Worker IAT](#)
- [Social Worker IAT](#)
- [Social Worker III](#)

VIEW JOBS BY WORK TYPE

- Adult Services
- Child Support Enforcement
- Directors and Program Managers
- Economic Services
- Family and Children's Services
- Other

VIEW JOBS BY COUNTY

Select Category

SEARCH JOB POSTINGS

Submit

View Jobs by Work Type Page

This page allows job seekers to immediately jump to jobs associated with specific work types. This page is available under the “View Jobs” menu tab as well as on the sidebar of the site.

DSS JOBS NC
Social Services Jobs in North Carolina

HOME / VIEW JOBS ▾ / SUBMIT A JOB POSTING / COUNTY DSS INFO / ABOUT US / HELP ▾

Adult Services	Child Support Enforcement
Economic Services	Family and Children's Services
Other	

RECENT JOB POSTINGS

- Social Worker III – IAT
- Social Worker III – Child Protective Services
- Social Worker III – Foster Care

VIEW JOBS BY WORK TYPE

Adult Services
Child Support Enforcement
Economic Services
Family and Children's Services
Other

VIEW JOBS BY COUNTY

Select Category ▾

SEARCH JOB POSTINGS

Submit

View Jobs by County Page

Similar to the Jobs by Work Type page, this page includes all the counties with jobs listed on the site. Job seekers can immediately jump to their own county if they are looking for positions near their home.

Job posters are able to also jump to their work county and see what jobs they have listed to ensure they don't post a duplicate job opening. Or, if they would like to request removal of a posting that has been filled, they can quickly navigate to all their jobs to review them here or via the sidebar.

DSS JOBS NC
Social Services Jobs in North Carolina

HOME / VIEW JOBS ▾ / SUBMIT A JOB POSTING / COUNTY DSS INFO / ABOUT US / HELP ▾

Buncombe	Catawba	Cherokee
Cumberland	Davidson	Edgecombe
Gaston	Henderson	Johnston
McDowell	New Hanover	Onslow
Scotland	Stokes	Union
Vance	Wayne	Wilson

RECENT JOB POSTINGS

- [Social Worker III – IAT](#)
- [Social Worker III – Child Protective Services](#)
- [Social Worker III – Foster Care](#)

VIEW JOBS BY WORK TYPE

[Adult Services](#) [Child Support Enforcement](#) [Economic Services](#) [Family and Children's Services](#) [Other](#)

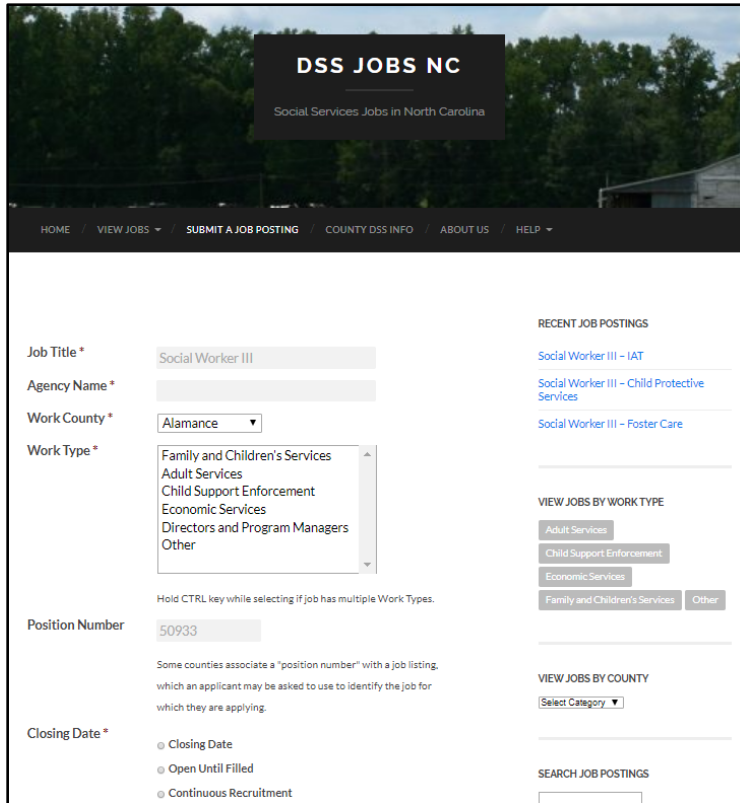
VIEW JOBS BY COUNTY

Select Category ▾

SEARCH JOB POSTINGS

Submit a Job Posting Page

Post your job via this simple one-page interface. Required fields are noted with an asterisk. Upon submission, you will receive a copy of your submission via email and your entry will be reviewed and posted to the site. It will also be included in the weekly new job posting email sent to all subscribers.



DSS JOBS NC
Social Services Jobs in North Carolina

HOME / VIEW JOBS / **SUBMIT A JOB POSTING** / COUNTY DSS INFO / ABOUT US / HELP

Job Title * Social Worker III

Agency Name *

Work County * Alamance

Work Type *
Family and Children's Services
Adult Services
Child Support Enforcement
Economic Services
Directors and Program Managers
Other

Position Number 50933
Some counties associate a "position number" with a job listing, which an applicant may be asked to use to identify the job for which they are applying.

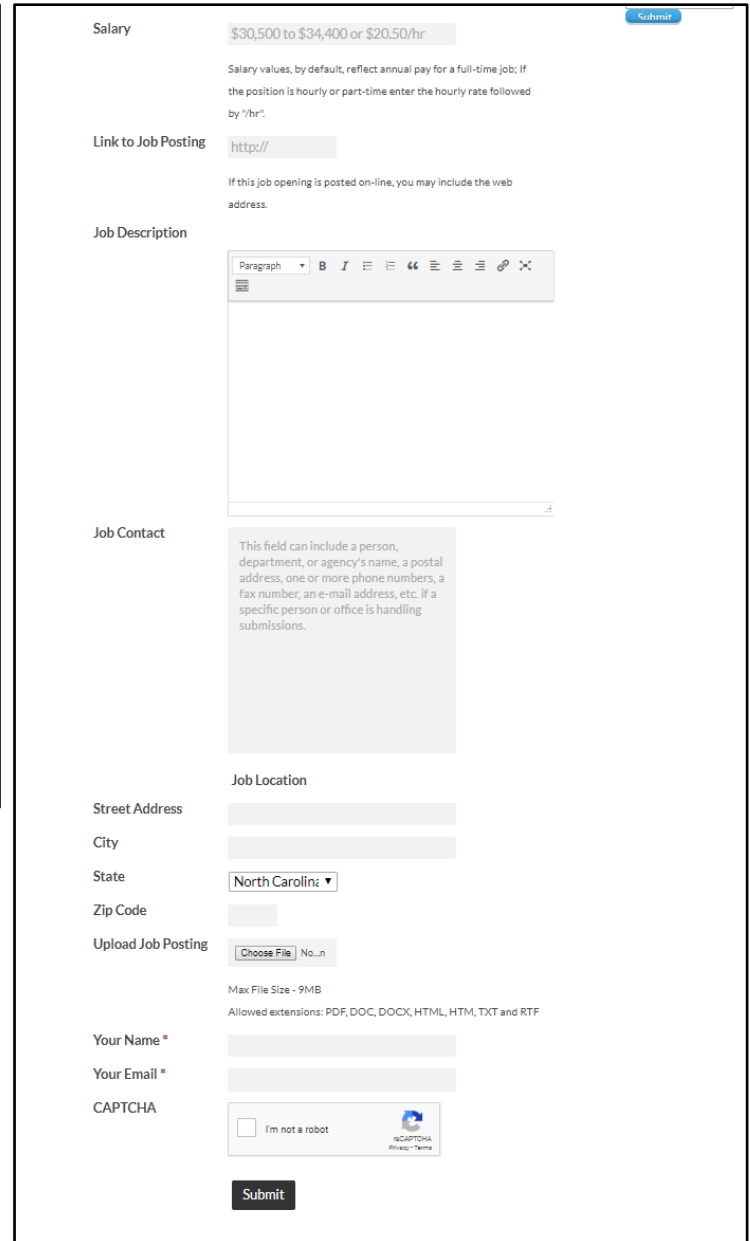
Closing Date *
☐ Closing Date
☐ Open Until Filled
☐ Continuous Recruitment

RECENT JOB POSTINGS
[Social Worker III - IAT](#)
[Social Worker III - Child Protective Services](#)
[Social Worker III - Foster Care](#)

VIEW JOBS BY WORK TYPE
Adult Services
Child Support Enforcement
Economic Services
Family and Children's Services
Other

VIEW JOBS BY COUNTY
Select Category

SEARCH JOB POSTINGS



Salary \$30,500 to \$34,400 or \$20.50/hr
Salary values, by default, reflect annual pay for a full-time job; if the position is hourly or part-time enter the hourly rate followed by "/hr".

Link to Job Posting http://
If this job opening is posted on-line, you may include the web address.

Job Description
Paragraph
B I

Job Contact
This field can include a person, department, or agency's name, a postal address, one or more phone numbers, a fax number, an e-mail address, etc. If a specific person or office is handling submissions.

Job Location
Street Address
City
State North Carolina
Zip Code

Upload Job Posting Choose File No..n
Max File Size - 9MB
Allowed extensions: PDF, DOC, DOCX, HTML, HTM, TXT and RTF

Your Name *
Your Email *

CAPTCHA
☐ I'm not a robot
Submit

County DSS Info Page

Job seekers can find contact information for any NC county by visiting the interactive map hosted by the NC DHHS. They can read or download a county contact list as well.

The screenshot shows the 'DSS JOBS NC' website. The header features a dark banner with the title 'DSS JOBS NC' and the subtitle 'Social Services Jobs in North Carolina'. Below the banner is a navigation bar with links: HOME, VIEW JOBS, SUBMIT A JOB POSTING, COUNTY DSS INFO (which is highlighted), ABOUT US, and HELP. The main content area is divided into two columns. The left column contains text stating that NC County DSS Agency contact information is available in an interactive map and that a downloadable County DSS Contact List is also available. The right column contains several sections: 'RECENT JOB POSTINGS' with links for Social Worker III - IAT, Social Worker III - Child Protective Services, and Social Worker III - Foster Care; 'VIEW JOBS BY WORK TYPE' with buttons for Adult Services, Child Support Enforcement, Economic Services, Family and Children's Services, and Other; 'VIEW JOBS BY COUNTY' with a 'Select Category' dropdown menu; and 'SEARCH JOB POSTINGS' with a search input field and a 'Submit' button.

DSS JOBS NC
Social Services Jobs in North Carolina

HOME / VIEW JOBS / SUBMIT A JOB POSTING / **COUNTY DSS INFO** / ABOUT US / HELP

NC County DSS Agency contact information is available in this [interactive map](#) provided by the NC DHHS.

A downloadable [County DSS Contact List](#) is also available at NC DHHS.

RECENT JOB POSTINGS

- [Social Worker III - IAT](#)
- [Social Worker III - Child Protective Services](#)
- [Social Worker III - Foster Care](#)

VIEW JOBS BY WORK TYPE

- Adult Services
- Child Support Enforcement
- Economic Services
- Family and Children's Services
- Other

VIEW JOBS BY COUNTY

Select Category ▼

SEARCH JOB POSTINGS

Submit

FAQ Page

The FAQ page answers common questions visitors have when visiting the DSS Jobs NC site.

<p>Can I get new job notices by e-mail?</p> <p>Yes. To subscribe to weekly job updates, click the small envelope "Follow" icon at the bottom of the page and enter your email address. Weekly updates are sent every Monday at 8am.</p> <p>How do I "unsubscribe" from the weekly update?</p> <p>There is an "unsubscribe" link at the bottom of the update email.</p> <p>What does "open until filled" mean?</p> <p>Some jobs do not have a specific closing date—the employer wants the position to remain posted until the right candidate is found. You may want to contact the agency directly to see if the job is still open before you apply.</p> <p>What does "continuous recruitment" mean?</p> <p>Some agencies accept applications anytime, even if a job is not open. Then when they do have an opening, they review the applications they have on file. If you are interested in working in a county that uses 'continuous recruitment' go ahead and submit your application so that it is on file with the agency. You may also want to contact the agency directly to see if there are any current openings.</p> <p>Can I apply for jobs on-line?</p> <p>Many counties have an on-line application process. When you click on a specific job, you can learn more about how that agency accepts applications. You cannot apply for jobs through this website as each county's process is unique.</p> <p>Who posts jobs to this site?</p> <p>Public social service agencies in North Carolina (the NC Division of Social Services and the 100 county Departments of Social Services) are authorized to post to this site.</p>	<p>RECENT JOB POSTINGS</p> <p>Social Worker III – IAT</p> <p>Social Worker III – Child Protective Services</p> <p>Social Worker III – Foster Care</p> <hr/> <p>VIEW JOBS BY WORK TYPE</p> <p>Adult Services</p> <p>Child Support Enforcement</p> <p>Economic Services</p> <p>Family and Children's Services Other</p> <hr/> <p>VIEW JOBS BY COUNTY</p> <p>Select Category ▼</p> <hr/> <p>SEARCH JOB POSTINGS</p> <p><input type="text"/></p> <p>Submit</p>
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Contact Us Page

Have a question? Have a comment? Have a suggestion to improve the site? Then use this contact form to submit your question or comment and we will follow up.

Social Services Jobs in North Carolina

HOME / VIEW JOBS / SUBMIT A JOB POSTING / COUNTY DSS INFO / ABOUT US / HELP

If you would like to:

- Offer feedback or ask questions about the site
- Report incorrect or inappropriate content
- Report website problems

Please, use the form:

Your Name *

First


Last

Your Email *

Your Message *

CAPTCHA

☐ I'm not a robot


reCAPTCHA
[Privacy](#) [Terms](#)

Submit

RECENT JOB POSTINGS

[Social Worker III – IAT](#)

[Social Worker III – Child Protective Services](#)

[Social Worker III – Foster Care](#)

VIEW JOBS BY WORK TYPE

[Adult Services](#)

[Child Support Enforcement](#)

[Economic Services](#)

[Family and Children's Services](#) [Other](#)

VIEW JOBS BY COUNTY

[Select Category ▼](#)

SEARCH JOB POSTINGS

Submit

Job Post Removal

This page includes the steps required to request a job posting be removed from the site. Whether you need to remove it because the job has been filled, the post is no longer active, or you simply want to remove it and post a different version, you can do that with a few simple steps on the job posting itself.

Below are the steps to quickly request removal of a job posting from the site.

1. First you will need to locate the job post you want to remove. We recommend using the [Jobs by County](#) page to quickly view all jobs in a single county.
2. Click on the job posting you wish to remove and scroll to the bottom of the posting where you will see red text and a check box that looks like this:

To Request Post Removal Check the Box Below

☐

3. When the box is checked you will be asked to enter information regarding the job removal and your reason for removing the post:

To Request Post Removal Check the Box Below

☒

Fields marked with * are required.

Reason for Removal *

☐ Job Has Been Filled


☐ Posting No Longer Open

☐ Other

Your Name *

Your Email *

CAPTCHA

☐ I'm not a robot 

[Privacy - Terms](#)

Submit

4. After submitting your request you will see a confirmation page and we will review the request and remove the post ASAP.

[Chief of Child Protective Services & Prevention](#)

[Social Worker IAT](#)

[Social Worker IAT](#)

VIEW JOBS BY WORK TYPE

[Adult Services](#)

[Child Support Enforcement](#)

[Directors and Program Managers](#)

[Economic Services](#)

[Family and Children's Services](#) [Other](#)

VIEW JOBS BY COUNTY

[Select Category ▼](#)

SEARCH JOB POSTINGS

Submit

View Jobs Page

This page displays all the job postings on the site, starting with the most recent. Clicking any of the blue text will allow a job seeker to view the post itself and more information about the job, or they can click on the county name or work type to jump to all job postings associated with that particular county or work type.

RECENT JOB POSTINGS	
Social Worker III - Child Protective Services	Posted - September 26, 2019
Gaston	Salary - \$40,382.00 - \$62,594.00
Family and Children's Services	Continuous Recruitment
<hr/>	
Social Worker III - IAT	Posted - September 26, 2019
Union	Salary - \$45,919.00 - \$68,879.00
Family and Children's Services	Continuous Recruitment
<hr/>	
Social Worker III - Foster Care	Posted - September 26, 2019
Gaston	Salary - \$40,382.00 - \$62,594.00
Family and Children's Services	Continuous Recruitment
<hr/>	
Social Worker III	Posted - September 26, 2019
Cumberland	Salary - \$45,018.00
Family and Children's Services	Continuous Recruitment
<hr/>	
Income Maintenance Caseworker II	Posted - September 26, 2019
Cumberland	Salary - \$30,805.00
Economic Services	Continuous Recruitment
<hr/>	
Social Worker IAT	Posted - September 26, 2019
Cumberland	Salary - \$44,353.00
Family and Children's Services	Continuous Recruitment
<hr/>	
Social Worker-Investigative-Assessment and Treatment	Posted - September 26, 2019
McDowell	
Family and Children's Services	Continuous Recruitment
<hr/>	

VIEW JOBS BY WORK TYPE

[Adult Services](#)

[Child Support Enforcement](#)

[Economic Services](#)

[Family and Children's Services](#)

[Other](#)

VIEW JOBS BY COUNTY

[Select Category ▼](#)

SEARCH JOB POSTINGS

[Submit](#)

Weekly New Job Postings Email Page

This is an example of what the weekly new job posting email will look like. Jobs posted within the last week will be sent out via email to all subscribers each Monday at 8 a.m. Users can click the logo to go directly to the DSS Jobs NC homepage, or they can jump directly to the job post itself by clicking the linked job title.

