



**BEAUFORT COUNTY DEPARTMENT OF SOCIAL SERVICES  
invites applications for the position of:**

**Social Worker III- Adult & Aging Services**

Two Positions Position Numbers 113-40-168 and 113-40-178

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**SALARY:**

\$45,054.00 Annually

**OPENING DATE:** 12/08/20

**CLOSING DATE:** 12/22/20 05:00 PM

**DESCRIPTION OF DUTIES:**

The Adult and Aging Services Unit provides Beaufort County citizens the social services to support the achievement of goals of self support and self sufficiency. Further, it is the aim of this unit is to provide abuse, neglect and exploitation of adults but if necessary, intervene to provide protection. The primary purpose of this position in relation to Adult and Aging Services is as follows:

- To provide Special Assistance In Home Services to clients that meet eligibility requirements for the program. The Social Worker will conduct comprehensive assessments to identify the nature and extent of the impact of certain factors on the lives of individuals requesting Special Assistance payments and how the factors affect their ability to live at home. The payment can help with living expenses such as food, shelter, clothing and other daily necessities. The payments are sent monthly to eligible individuals living in a private living arrangement. The amount of the payment is based on income and need in conjunction with a comprehensive services assessment. As a social worker you will directly work with clients, their families and additional supports to develop a care plan that will enable the client to remain in their home verses intuitional placement in a rest home. The case manager will determine how the SA In- Home payment will be used, and monitor to assure compliance with the care plan.
- Serve as on-call Social Worker for Adult Protective Services and Guardianship cases after hours.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of social work principles, techniques, and practices, and their application to complex casework, group work, and community problems. Considerable knowledge of a wide range of medical, behavioral, and/or psychosocial problems and their treatment theory. Considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies which govern the program. General knowledge of the methods and principles of casework supervision and training. In certain settings, considerable knowledge of medical terminology, disease processes and their treatment as they relate to decisions regarding clinical interventions and appropriate therapies based on medical or psychological diagnosis. Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client's problems. Ability to supervise, train, or instruct lower-level social workers, students, or interns in the program. Ability to establish and maintain effective working relationships with members of case load and their families, as well as civic, legal, medical, social, and religious organizations. Ability to express ideas clearly and concisely and to plan and execute work effectively

## **MINIMUM TRAINING AND EXPERIENCE:**

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); Bachelor's degree in social work from an accredited school of social work and one year directly related experience\*; Master's degree in a human services field and one year of 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\*.

***\*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.***

## **SUPPLEMENTAL INFORMATION:**

The Beaufort County Department of Social Services (BCDSS) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, age, disability, genetic information, political affiliation or political influence.

**Please be sure to complete the application in full.** Resumes may be uploaded with your application, but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will *NOT* be accepted and will render your application incomplete.

Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, Work Experience, and Certificates & Licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.

Answers to Supplemental Questions are not a substitute for providing all relevant information within the body of your application. In order to receive credit for the supplemental questions, you must provide supporting information within the "Work Experience" section of the application, to support your answers

Degrees must be received from appropriately accredited institutions. Transcripts, and degree evaluations may be uploaded with your application.

To obtain veterans preference, you **must** scan and upload a copy of your DD-214 or discharge orders.

Technical issues submitting your application, please call the **NeoGov Help Line at 855-524-**

**5627.**

Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the BCDSS office for assistance.

If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account and click on "Application Status". Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 – 8 weeks.

It is the policy of Beaufort County that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

**Online Application:** <https://www.governmentjobs.com/careers/beauforddss>

You can find assistance with creating your account and steps for completing the application process at this site: [www.governmentjobs.com/Home/ApplicationGuide](http://www.governmentjobs.com/Home/ApplicationGuide)

Pre-employment Drug Screening and Criminal Background check will be required as a condition of employment. Valid North Carolina Driver's License Required.

All employees are called upon to serve shelter duty in times of emergency and/or natural disaster.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://co.beaufort.nc.us/departments/human-services/social-services>

Job #113-40-168 & 113-40-178  
SOCIAL WORKER III- ADULT & AGING SERVICES  
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**Social Worker III- Adult & Aging Services Supplemental Questionnaire**