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| **Position #**  | **Position NAmE: Social Worker II** | **Department:** **Human Services Agency** |
| **Hiring Salary Range:** $38,988-58,482 | **Pay Grade: 68, Non-Exempt** |
| **Work Schedule/Requirements:**  Generally Monday – Friday 8am – 5pm – rotates on-call  |
| **Primary job function and duties:** This position is responsible for working in the adult services unit performing case management services for adults who need this assistance to remain in the community or helping to find appropriate placement. This position also administers the Community Alternatives Program (CAP) by completing diagnostic assessments of aged/disabled adults who are nursing home level of care with acute to severe medical and/or mental disorders. The social worker evaluates strengths and needs of the client to determine if the aged/disabled adult is able to safely remain in the home. The social worker works within a budget to determine the services that meet the needs of the client and authorizes said services. These services help aid in the prevention of fraud and Adult Protective Services referrals as well as ensuring client safety. This position must be able to prioritize work tasks in order to ensure the safety of clients while meeting agency and state timeliness guidelines. This position also covers adult intake during regular office hours as well as rotates in the on-call rotation. Perform other duties as assigned.**Supervised by:** Social Work Supervisor III**Minimum Qualifications:** * *Education and Experience* - Bachelor’s degree
* *Valid Driver’s License*
* *Interpersonal Skills –* Must be able to communicate effectively with people of varying backgrounds, and establish working relationships with co-workers, supervisor, the public, as well as other employees. Must be to work independently, prioritize tasks, organize work and ensure deadlines are met.
* *Physical Demands –* able to sit for extended periods of time, viewing a computer monitor/using a keyboard and mouse, walking, standing, bending stooping and occasionally lifting up to 25 pounds. Must also be able to drive a vehicle and make home visits to client’s homes.
* *Computer Skills –* Including Microsoft software package, as well as the ability to operate copier and FAX machine.

**Preferred Qualifications:** * Bachelor’s Degree in Social Work or related Human Services field plus one year experience in social work
* Successful completion of North Carolina State training for CAP Services
* Successful completion of North Carolina Adult Services Social Work training
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| **Special Notes Concerning This Position:*** A background check, drug screen and motor vehicle report will be required prior to hire.
* The duties of this position may also include assistance with sheltering operations and working medical counter measure events during natural disasters and public health emergencies.
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