



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# SOCIAL WORK PROGRAM ADMINISTRATOR I SOCIAL SERVICES

*This Position is Full Time with Benefits*

**VACANCY NUMBER**  
23-009

**HIRING RANGE**  
\$67,093 - \$81,552

**OPENING DATE**  
January 13, 2023

**CLOSING DATE**  
January 27, 2023

**TO APPLY**  
Please submit your application online at [www.moorecountync.gov](http://www.moorecountync.gov)

**QUESTIONS?**  
Please call the Moore County Human Resources Office at (910) 947-6362.

**OR**  
You may also visit us at  
302 Monroe Street  
Carthage, NC 28327.

### **ESSENTIAL JOB DUTIES:**

This position performs difficult professional administrative work managing the Child Welfare and Adult Service programs of the Department of Social Services, does related work as required. Work is performed under the general supervision of the Director of Social Services. Supervision is exercised over all personnel in these two units

### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Thorough knowledge of theories and methods of psychosocial assessment and intervention
- Thorough knowledge of human growth and development and of social and family intervention including knowledge of racial, ethnic, and other cultural groups in society – their values and lifestyles and the resultant issues in contemporary life
- Thorough knowledge of social and environmental factors affecting clients to be served
- Thorough knowledge of the theory and behavioral of organizational and social systems
- Thorough knowledge in completing assessments and in implementing goal/case plans and counseling

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Master’s degree from an appropriately accredited school of school of social work and four years of counseling experience, two (2) years of which were in a supervisory capacity **OR**
- Bachelor’s degree from an appropriately accredited school of social work and five years of social work or counseling experience, two (2) years of which were in a supervisory capacity **OR**
- Bachelor’s degree from an appropriately institution in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and six (6) years of social work or counseling experience, two (2) years of which were in a supervisory capacity

### **SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid North Carolina Driver License

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of up to 50 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment

### **BENEFITS:**

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts
- **Life Insurance, Retirement, and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual, and Sick Leave** for eligible employees

***The County of Moore is a drug-free workplace and Equal Opportunity employer.***

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

***All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test and post offer physical.***

**Moore County is an E-Verify Participant**