



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
PERMANENT, FULL-TIME
POSITION #5310-320-16**

**SALARY: Grade 69 \$49,461 – \$70,578 per year (work against to Grade 71)
Grade 71 \$53,883 – \$75,849 per year**

APPLICATION PERIOD: March 17, 2023 – March 27, 2023 by 10 am

JOB RESPONSIBILITIES:

Responsibilities include managing several caseloads (approximately 12 to 18) and administering several programs, including Medicaid Administrative Claiming, Adult Protective Service Intake and Evaluations, Guardianship, Representative Payee cases, Individual and Family Case Management, Adult Home Specialist, Special Assistance In-Home, Outreach visits, Multi-disciplinary Evaluations and other tasks/programs. Responsibilities include setting mutually-agreed upon goals, home visits, transporting clients to medical appointments and various locations based on client's needs, ensuring client's bills are paid, acquiring housing for clients and physically assisting to move them, assisting with instrumental activities of daily living, and many 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 or counseling experience; or a bachelor's degree from an accredited school of social work and two years of social work or counseling experience; or a master's degree in a counseling field and two years of social work or counseling; or a four-year degree in a human service field or related curriculum including at least 15 semester hours in courses related to social work or counseling and 3 years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; 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: Tracie McMillan); by fax to Tracie McMillan at 336-846-5779 or email applications to traciemcmillan@ashecourt.gov. All documents must be received prior to the 10 am deadline on March 27, 2023.

Incomplete applications or applications received after 10 am on March 27, 2023 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; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. 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