



P.O. Box 67, 320 Pensacola Road, Burnsville, NC 28714

Are you looking for a career where you will have the opportunity to transform lives? Would you like to be a part of a professional work family atmosphere, where helping others is our shared vision? Would you like to **LIVE**, **WORK**, and **PLAY** in the beautiful mountains of Yancey County – The Gateway to Mount Mitchell? If all of that sounds appealing to you, consider joining us at Yancey County Department of Social Services!

### **JOB VACANCY**

#### **COMMUNITY SOCIAL SERVICES TECHNICIAN (CSST)**

Starting Salary: \$29,198.00

Closing Date: Until filled

We are looking for employees that meet the qualifications in the Job Description.

### **APPLICATION PROCESS**

Interested candidates should submit:

- Letter of Interest
- [Yancey County Employment Application](#)
- Transcripts (if applicable)
- Three (3) references to:

Yancey County DSS  
Attn: Michele Wood  
PO Box 67  
Burnsville, NC 28714  
or to [michele.wood@yanceycountync.gov](mailto:michele.wood@yanceycountync.gov)

Applicants will only be given credit for information provided in response to the application process in order to receive full credit for their education, training, and experience. No additional information will be solicited by Yancey County DSS.

*The mission of the Yancey County Department of Social Services is to respectfully assist families and individuals by helping them maintain, and/or enhance their quality of life; to prevent abuse, neglect, and exploitation of vulnerable people in the community.*

# Community Social Services Technician

## Job Description

This is a paraprofessional position designed to be a support to the Children and Adult Services Units. The CSST is responsible for observing, monitoring, documenting, and transporting clients in Children and Adult Services. The CSST will assist adult clients with grocery shopping, transporting to medical appointments, and paying bills to help support clients stay in their homes. The CSST may schedule and/or transport clients for drug screens or psychological evaluations, and is responsible for reviewing billing and submitting invoices for payment. Work is performed at the direction of the Program Manager and Director.

### Ideal candidates will have the following qualifications:

Demonstrated possession of knowledge, skills, and abilities gained through two years of experience in performing similar duties; or, graduation from a two-year associate degree program designed to prepare students for human services which includes a six-month practice/internship in a similar setting (one year of the above experience may be substituted for the practice). Candidates must be 21 years old and possess a valid NC driver's license to operate an agency vehicle.

### BENEFITS:

- Affordable NC State Medical Insurance
- Dental, Vision, Critical Illness, Accident, and Hospital Insurance
- Local Government Employees Retirement Plan
- 401K/457 Plans
- Paid Vacation and Sick Leave
- Short and Long Term Disability, Term and Whole Life Insurance

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