

# CRAVEN COUNTY, NORTH CAROLINA

## Employment Vacancy Posting

**POSITION:** Social Worker I (Position #262-1)  
**LOCATION:** Craven County Department of Social Services  
**HIRING RANGE:** \$30,914 - \$32,395  
**JOB TYPE:** Full-time/Permanent/Non-Exempt  
**POSTING DATE:** December 18, 2013  
**DATE AVAILABLE:** December 19, 2013  
**CLOSING DATE:** January 2, 2014

### PRIMARY PURPOSE OF POSITION

This position involves beginning level of social work and the provision of direct casework services to a caseload of families with children. This position is part of the Family and Children's Division whose primary function is to provide preventive and supportive services designed to strengthen personal and interpersonal life and to promote self-sufficiency and self-support. This social worker will be placed in the direct supervision of the Child Care Services Coordinator/Supervisor.

### ESSENTIAL JOB FUNCTIONS

Provides professional social work services to clients needing day care services. Must be able to communicate verbally with clients in evaluating their situations and to independently perform assessments to identify needs. Must be able to determine eligibility for subsidy assistance and establish appropriate services. Must be able to communicate both verbally and in writing with various community resources.

### ADDITIONAL JOB FUNCTIONS

Able to assist in setting up and managing a disaster shelter in times of emergency. Employees are frequently subject to working with upset clients and compressed time frames. Bilingual (Spanish) a plus.

### MINIMUM EDUCATION AND EXPERIENCE

Four-year degree in a human services field or four year college or university degree plus one year 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. Degrees must be from appropriately accredited institutions. Must have college transcript at interview.

### HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

