



# Madison County Department of Social Services

Connie M. Harris, MPA  
Director

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5707 U.S. Hwy 25/70, Suite 1  
Marshall, NC 28753

## VACANCY ANNOUNCEMENT

**POSITION:** SOCIAL WORKER I / A & T

**WORKING TITLE:** Child Protective Services Investigative/Assessment/Treatment

**GRADE:** 70

**HIRE RATE:** \$45,343.68 - \$50,468.67

### DUTIES AND RESPONSIBILITIES

The primary purpose of this position is to provide family assessments, forensic investigations and/or case management for families with substantiated reports of suspected child abuse and neglect as defined in the General Statutes of North Carolina. Conducts comprehensive assessments of child safety, family strengths and needs and family support systems. Participates in Court proceedings and must possess the ability to use best practice strategies and professional judgment in complex situations. Must have knowledge of child welfare policies and practices, including but not limited to social work investigation, crisis intervention and family functioning and child development, and be able to integrate this knowledge and skill in judicial and other legal proceedings.

Other duties include participation in Child & Family Team meetings and participation in individual and group staffing of cases with the supervisor. This position frequently works with law enforcement officers, medical and mental health professionals, school personnel and other community service providers. This position will serve in the after-hours on-call rotation in which immediate response is required in Child and Adult Protective Services matters.

The ideal applicant will have the following characteristics: be self-directed, flexible, have solid decision making skills, advanced interviewing and assessment skills, strong communication skills including oral, listening and written skills; the ability to engage people on all levels; wisdom and discernment to carry out job functions legally and safely under duress; knowledge of community resources; effective knowledge of child welfare and social work philosophy and policy; ability to work collaboratively with a variety of people, public agencies, professionals; have excellent time management and organizational skills with the capacity to work independently.

### KNOWLEDGE, SKILLS AND ABILITIES

A thorough knowledge of social work principles, techniques and practices and their applications to complex casework, treatment and investigation of abuse or neglect of children; thorough knowledge of policies and procedures as evidenced by the ability to cite the authority of federal and state law; thorough knowledge of individual and group behavior, family dynamics and medical, behavioral and/or psychosocial problems and their treatment theory. Considerable knowledge of governmental and private organizations and resources in the community. Ability to interact and motivate a resistant involuntary client population and public who may not agree with the laws, rules or policies of the process or the programs; ability to prepare documentation such as written investigative reports, case record and treatment plans; ability to testify as an expert witness; ability to employ advanced case management interview techniques to establish a supportive relationship and involve families in the initial assessment for the need of services; ability to quickly assess the risks and safety of the client environment during daylight hours, after dark and at times in the environment of where a crime has been committed; ability to employ expert negotiation skills in complex cases. The ability to analyze and assess child development safety issues in relation to risk factors, to analyze tense family situations, make decisions about removing children when the decision has to be made with limited direct information and limited access to consultation; ability communicate effectively and establish supportive client relationships, to work cooperatively in a team environment. Performs other duties as assigned and assists in staffing Disaster Shelter during disasters.

Regular, predictable work attendance is expected and is required.

## **MINIMUM TRAINING AND EXPERIENCE**

Master's degree from an accredited school of social work and one year of social work experience; or a Bachelor's degree from an accredited school of social work and two years of social work or counseling experience; or Master's degree in a counseling field and two years of social work or counseling experience; or a four-year degree in a human services field or related curriculum and three 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. One year of work experience can be credited for completion of the Social Work Collaborative.

**Preference will be given to applicants with prior Child Welfare experience and/or completion of mandatory Child Welfare training (NC required Child Welfare pre-service training) within the last three years.**

## **CONDITIONS OF EMPLOYMENT**

Each applicant who is tendered an offer for employment for any position with Madison County Department of Social Services shall be tested for the use of the drugs specified in the Agency Policy. Refusal to submit to testing shall be a basis for withdrawal of the conditional employment offer. Valid NC Driver's License and own transportation required. Criminal Record Check Required.

## **APPLICATION PROCESS**

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. Applicants will not automatically be given credit based on their position title.

A NC State Application Form (PD 107) AND/OR OFFICIAL COLLEGE TRANSCRIPTS must be submitted by mail or in person to:

Connie M. Harris, MPA  
Director  
Madison County DSS  
5707 U.S. Hwy 25/70, Suite 1  
Marshall, N. C. 28753

## **EQUAL OPPORTUNITY EMPLOYER**

The NC State Application Form (PD 107) may be submitted via email to:

[charris@madisoncountync.gov](mailto:charris@madisoncountync.gov)

or

Fax: 828-649-3687

**CLOSING DATE: POSITION IS OPEN UNTIL FILLED.**