



Madison County Department of Social Services

Connie M. Harris, MPA
Director

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5707 U.S. Hwy 25/70, Unit D
P.O. Box 219
Marshall, NC 28753

VACANCY ANNOUNCEMENT

TITLE: Social Worker II
WORKING TITLE: Adult Services Social Worker
GRADE: 67
SALARY RANGE: \$40,036.31 – \$43,857.61

DESCRIPTION OF WORK

Guardianship Services: Performs professional social work duties involving the oversight of those individuals who have been adjudicated incompetent and for whom the Director of the Madison County Department of Social Services has been appointed legal guardian. Provides case management services, attends treatment team meetings, and collaborates with mental health providers, physicians, and facilities to ensure that the appropriate services are provided to those wards in need. Prepares required status reports to the Clerk of Court.

Representative Payee: Serves as representative payee for wards in the employee's caseload. The employee communicates with the ward, family members, service providers and others and requests payment of the ward's benefits to ensure that the current and foreseeable needs of the ward are met.

Adult Protective Services Intake: Shares the responsibility with other unit social workers for receiving and documenting reports alleging the abuse, neglect, or exploitation of disabled adults.

In Home Aide Program: Provides case management services for individuals with functional, physical, or mental impairments needing home management assistance to be able to remain safely in their home setting.

Emergency Assistance: Financial assistance to help families experiencing an emergency pay for housing and utilities. This employee meets with the family, assesses the situation, and determines eligibility when funding is available.

Work First Family Assistance Employment Services: Assists clients eligible for Work First to obtain short-term training and other services to help them become employed and achieve self-sufficiency.

Regular, predictable work attendance is expected and is required. Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited school of social work; bachelor's degree in a human services field from an appropriately accredited institution and one year of directly related experience; bachelor's degree from an appropriately accredited institution and two years of directly related experience; or an equivalent combination of education and experience.

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 Background 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 college transcripts may be submitted in person, by mail, email, or fax to:

Madison County DSS
5707 U.S. Hwy 25-70, Suite 1
Marshall, NC 28753
Attn: Connie M. Harris, Director
charris@madisoncountync.gov
Fax: 828-649-3687

AN EQUAL OPPORTUNITY EMPLOYER

CLOSING DATE: Open Until Filled