



# Madison County Department of Social Services

Connie M. Harris, MPA  
Director

Telephone: 828-649-2711  
Fax: 828-649-3687

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

## VACANCY ANNOUNCEMENT

**TITLE:** Social Worker III  
**WORKING TITLE:** Adult Services Social Worker  
**GRADE:** 69  
**Salary Range:** \$40,036.31 - \$46,646.06

### DESCRIPTION OF WORK

**Adult Protective Services:** Performs professional social work duties evaluating alleged Abuse, Neglect or Exploitation of disabled adults where duties include assessing their function in the context of their chosen environment; identifying strengths and needs; developing treatment plans; determining their capacity to make life choice decisions; coordinating the delivery of services from community agencies; testifying in court hearings; documenting cases; and, preparing reports.

**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.

**Representative Payee:** Serves as representative payee for the Department's caseload of Social Security beneficiaries. The employee communicates with the beneficiary, his/her family members, service providers and requests payment of the beneficiary's benefits to ensure that the current and foreseeable needs of the beneficiary are met.

**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 settings.

Performs other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of Adult Protective Services, Adult Placement, Medicaid, and In Home Aide policies., sensitivity to cultural issues; ethical standards; and practices of professional social work; thorough knowledge of social work principles, techniques, and practices, and their application to complex casework, group work, and community problems; considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies which govern the program. Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client's problems. Ability to prioritize, identify and assess risks, problems and needs often in stressful situations with clients who are hostile, emotionally confused and resistant. Able to develop resources when none are known or available and to coordinate services for clients with multi-disciplinary professionals; skilled in establishing constructive relationships with resistant clients and utilizing family-centered social work practice. Ability to efficiently and effectively interact with co-workers to accomplish common tasks; ability to have efficient and courteous interaction with the employer's customers; ability to function in highly stressful circumstances; ability to maintain high level of professionalism and to conduct business in an ethical manner at all times.

Regular, predictable work attendance is expected and is required.

**MINIMUM TRAINING AND EXPERIENCE**

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related 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) is required and may be submitted in person, by mail, email or fax to:

Connie M. Harris, MPA  
Director  
Madison County DSS  
P.O. Box 219  
Marshall, NC 28753

**AN EQUAL OPPORTUNITY EMPLOYER**

or

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

or

Fax: 828-649-3687

Certified College Transcripts are required and may be submitted by mail to the address above or can be hand delivered to:

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

**CLOSING DATE: Open Until Filled**