



# 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

**TITLE:** Social Worker III  
**WORKING TITLE:** Adult Services Social Worker  
**GRADE:** 69  
**Salary Range:** \$43,784.37 - \$48,978.36  
\$21.05 - \$23.55 per hour

### DESCRIPTION OF WORK

**Adult Protective Services:** The primary purpose of this position is to perform professional social work duties evaluating alleged Abuse, Neglect or Exploitation of disabled adults where duties include assessing their functioning 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.

**State-County Special Assistance In Home Program:** Provides case management services for those clients receiving the State-County Special Assistance In Home program. Assesses the suitability of potential clients for the service when slots are available, completes required assessments and re-assessments, makes a determination that the client's needs will be met safely in the home and recommends the appropriate payment to meet the client's needs.

**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.

**Adult Home Specialist:** Performs investigations of alleged violations and monitor compliance in Family Care Homes and assisted living facilities by record review, interviews with staff and residents and by observation and in accordance with general statutes, policy guidelines and the General Assembly.

This employee conducts comprehensive evaluations of all aspects of each home's operations, including medication management, resident health and personal care services, food service and special dietary needs, staffing patterns and safety assurances. Assess and monitor rule compliance on routine basis and report compliance or non-compliance to the North Carolina Division of Health Service Regulation. Responsible for follow-up evaluations of all deficiencies/violations cited on a Monitoring Report or Corrective Action Report to determine if the deficiency/violation is corrected within the allowable time frame. Documents case records for purpose of service provision and planning, justification of action taken, court evidence if necessary, and accountability requirements; responsible for preparing the case for negative licensure action by submitting the findings that have been documented during visits to the home.

Performs other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of licensure laws, regulations (state and federal), related NC General Statutes, fire, sanitation and building codes, social work theory and practice, general knowledge of State/County Assistance for Adults policy, Adult Protective Services, Guardianship, Adult Placement, Medicaid, In Home Aide and Adult Care Home Case Management policies. Ombudsman

duties, DHSR policies and practices, normal aging processes, mental illness, mental retardation, and medical and pharmacology terminology. Knowledge of 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) and a CERTIFIED COLLEGE TRANSCRIPT 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](mailto:charris@madisoncountync.gov)  
Fax: 828-649-3687

**AN EQUAL OPPORTUNITY EMPLOYER**

**CLOSING DATE: Open Until Filled**