



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,
Suite 1
Marshall, NC 28753

VACANCY ANNOUNCEMENT

POSITION: SOCIAL WORKER III – Intake Children and Adult Services
GRADE: 69
SALARY: \$49,877.40 - \$55,515.57 (Annual) / \$23.98 - \$26.69 (Hourly)

Duties and Responsibilities

The primary purpose of this position is to serve as a Child/Adult Protective Services Intake Social Worker. Intake serves as the initial stage of the CPS and APS Process. During this process, reports of abuse, neglect, exploitation or dependency are received via fax, telephone, in person, mail and electronic portals.

Work includes interviewing reporters to gather information (who/what/when/where/how/extent of harm, safety threats, caregiver protective capacities, vulnerable adult factors), gathering collateral information, applying State policy to determine screen in/screen out and response priority, documenting in PATH NC (the Statewide Child Welfare Information System) and routing accepted reports to the supervisor for second level decision making. The role requires some independent judgment in a fast-paced environment with frequent public contact and crisis triage. The role focuses on screening and triage, not long-term case management.

The social worker is responsible for completing reporter letters as well as law enforcement/district attorney letters if required. The social worker will be responsible for completing record requests from other agencies, completing background checks, Central Registry and RIL checks, searching the file room and/or shared drive for previous CPS files, assist social workers with checking collateral contacts, prepare and send requests for records (medical/dental/mental health/school), requesting previous CPS case history from other agencies, 911 address history requests and maintaining file rooms.

The social worker will serve in the after hours on-call rotation in which immediate response in the field may be required in Child and Adult Protective Services matters and will assist in staffing disaster shelters when necessary.

The social worker will perform other duties as deemed necessary by the Supervisor/Social Work Program Manager/Director.

Knowledge, Skills and Abilities

Knowledge of the principles of social work, social service agencies, practices, and state protective services statutes. Must have strong communication skills, orally and in writing and be an active listener. Ability to document clearly and precisely. Ability to work independently.

Regular, predictable attendance is expected and is required.

Minimum Training and Experience

Master's degree in social work from an appropriately accredited school of social work or; Bachelor's degree in social work from an appropriately accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only) or; Bachelor's degree in social work from an appropriately accredited school of social work and one year directly related experience or; Master's degree in a human services field and one year of directly related experience or; Bachelor's degree in a human services field from an appropriately accredited college or university and two years directly related experience or; Bachelor's degree from an appropriately accredited college or university and three years of directly related experience.

Condition 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 drugs specified in the County Policy. Refusal to submit to testing shall be 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 N. C. State Application form and a **CERTIFIED COLLEGE** transcript must be submitted to:

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

CLOSING DATE: OPEN UNTIL FILLED

MADISON COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER