



# Madison County Department of Social Services

Connie M. Harris, MPA  
Director

Telephone: 828-649-2711  
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5707 U.S. Hwy 25/70, Unit D  
P.O. Box 219  
Marshall, NC 28753

## VACANCY ANNOUNCEMENT

**TITLE:** SOCIAL WORKER III  
**WORKING TITLE:** Foster Home Licensing /Adoptions Social Worker  
**GRADE:** 69  
**SALARY RANGE:** \$45,343.68 - \$50,468.67  
\$ 21.80 - \$24.26 per hour

### DESCRIPTION OF WORK:

#### Foster Home Licensing:

The employee recruits, trains, licenses, relicenses and supervises family foster homes. Work involves assessment and evaluation of applicants interested in providing family foster care for the Department. Position requires visits to family foster homes, including visits after normal business hours. Position also requires evening and/or weekend hours to recruit and to provide required training to foster and adoptive parents. Work also involves preparing pre-placement assessments as needed for families adopting children for whom the Department is legally responsible. This position requires sensitivity, good judgment, flexibility, excellent writing skills, dedication, and the ability to work with a diverse group of children and families.

#### Adoptions:

The position is responsible for providing adoption services for agency, relative, step-parent and adult adoptions. This requires the worker to ensure that all legal requirements for adoption are met and adoption decrees are awarded. This position is also responsible for determining adoption assistance eligibility and processing adoption assistance payment requests.

This position will assist in other areas as needed including child welfare investigations/assessments, in-home, permanency planning and will rotate on-call duties with other social workers.

Regular and predictable work attended is expected and 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 completion of the Child Welfare Collaborative (Child Welfare positions only); 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.

**Note: In order to meet State requirements to license foster homes and provide adoption services, applicants must qualify at minimum as a Social Worker III.**

**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. Degree must be received from appropriately accredited institution.

**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) may be submitted by mail, email or fax to:**

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

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

or  
Fax: 828-649-3687

**AN EQUAL OPPORTUNITY EMPLOYER**

**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**