



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

POSITION: SOCIAL WORKER I / A & T

WORKING TITLE: Social Work Services Quality Control Manager
GRADE: 70
SALARY: \$44,024

DESCRIPTION OF WORK

The primary purpose of this position is to monitor, evaluate, and when appropriate, design and implement a coherent and effective quality control system for Social Work programs in Children and Adult Services in order to improve the quality and delivery of government social services for the citizens of Madison County.

DUTIES AND RESPONSIBILITIES

This position will provide continuous quality improvement (CQI) in the Child Welfare and Adult Services units, ensuring that services provided adhere to local, State and Federal standards, policy and law. The employee must be knowledgeable of policies and procedures of a wide range of social work programs in order to provide direction to program staff.

The employee will conduct reviews of files using review tools provided by NC DHHS or designed by the agency in the following program areas: Child Protective Services Investigations/Assessments, In Home Services and Intake; Foster Care; Adoptions/Adoption Assistance; Foster Home Licensing; Adult Protective Services Evaluations and Intake; State-County Special Assistance In Home; Adult Home Specialist; Guardianship; Emergency Assistance; Work First Family Assistance Employment Services; Representative Payee and the In Home Aide program.

The employee will be responsible for utilizing existing reports as well as collecting, analyzing and using data to improve quality of work on an on-going basis.

The employee will review and prepare all files selected for monitoring /audits by Children and Adult Program Representatives, other DHHS representatives and State/County/Federal Auditors. Monitoring and Audits are not exclusive to agency programs, but to funding streams as well. The employee will prepare cases and information required for audits involving IV-E funds, State Foster Home funds, the Social Services Block Grant, Medicaid Administrative Claiming, the Home and Community Care Block Grant and others. The employee will also participate in meetings with Local/State/Federal program representatives and auditors, alongside agency management.

The employee will assist with training new employees as well as assisting with on-going training as needed.

This employee will serve in the after hour's on-call rotation in which immediate response is required in Child and Adult Protective Services matters.

The employee will assist with Child Protective Services Investigations/Assessments and Adult Protective Services Evaluations on an as-needed basis.

The ideal applicant will have the following characteristics: be self-directed, flexible, have solid decision making skills, advanced interviewing and assessment skills, strong communication skills including oral, listening and written skills; the ability to engage people on all levels; wisdom and discernment to carry out job functions legally and safely under duress; knowledge of community resources; effective knowledge of child welfare, adult protective services and social work philosophy and policy; ability to work collaboratively with a variety of people, public agencies, professionals; have excellent time management and organizational skills with the capacity to work independently.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods and principles of caseworker supervision and training. Considerable 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. Considerable knowledge of governmental and private organizations and resources in the community. Considerable knowledge of the laws, regulations and policies which govern social work programs. Considerable knowledge of behavioral and socio-economic problems and their treatment. Ability to provide constructive feedback to lower-level social workers, to clearly and concisely communicate issues to management, and to plan and execute work effectively.

Performs other duties as assigned and assists in staffing Disaster Shelter during disasters.

MINIMUM TRAINING AND EXPERIENCE

Master's degree from an accredited school of social work and one year of social work experience; or a Bachelor's degree from an accredited school of social work and two years of social work or counseling experience; or Master's degree in a counseling field and two years of social work or counseling experience; or a four-year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination of training and experience. One year of work experience can be credited for completion of the Social Work Collaborative.

NC required Child Welfare pre-service training must be completed prior to performing casework in the area of Child Welfare. Only applicants fully qualifying as a Social Worker III / Social Worker I A&T will be considered. No work against applications will be accepted for this position.

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 Record Check Required.

Regular, predictable work attendance is expected and is 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.

Please note that due to the volume of applications we receive for some positions, we are unable to provide information regarding the status of your application unless you are selected for an interview.

A NC State Application Form (PD 107) and/or Official College Transcripts must be submitted by mail or in person to:

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

The NC State Application Form (PD 107) may be submitted via email to:

Charris@madisoncountync.gov or via fax to 828-649-3687

CLOSING DATE: Open Until Filled

Madison County Government is an Equal Opportunity Employer

