

EDGECOMBE COUNTY
DEPARTMENT OF SOCIAL SERVICES
3003 NORTH MAIN STREET
TARBORO, NORTH CAROLINA 27886
(252) 641-7611

Human Services Coordinator III
SALARY: \$32,216
SALARY IS COMMENSURATE WITH EXPERIENCE

Posted: Internal, ESC, Edgecombe County Website

Position Description:

165-40-354

This is professional supervisory work coordinating the Work First Day Care Program. Primary duties include providing administrative and technical supervision to Social Work level II positions. Responsibilities include planning, establishing and implementing program objectives; administering job performance evaluations; conducting personnel conferences; assigning cases; monitoring and evaluating program outcomes and expenditures; providing community education and consultation; and providing social work services to clients as necessary. A valid NC driver's license and access to a passenger vehicle is required. Position is located in the **ROCKY MOUNT OFFICE**, however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

- Thorough knowledge of social work principles, techniques, and practices, and their application to complex casework, group work, and community problems. Considerable knowledge of a wide range of medical, behavioral and psychosocial problems and their treatment. 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 the program. General knowledge of the methods and principles of casework supervision and training.
- Skill in establishing rapport with a client and in applying techniques of assessing psychosocial, behavioral, and psychological aspects of client's problems. Ability to establish and maintain effective working relationships with members of caseload and their families as well as civic, legal, medical, social, and religious organizations. Ability to express ideas clearly and concisely and to plan and execute work effectively.

Minimum Education and Experience Requirements:

- Master's degree in a human services field such as social work, counseling, psychology, special education, deaf education, or rehabilitation counseling or related curriculum and one year of experience in social work or counseling, preferably with the client population.
- Bachelor's degree in one of the above fields and two years of social work or counseling experience.
- Graduation from a four year college or university and four years of experience in counseling or a related human services field providing experience in the techniques of casework, group work, or community organization.
- Preferences: Prefer applicants with computer experience and/or knowledge of Windows software including Microsoft Word. Bilingual experience helpful.

Application Period: 03/15/2010 through 03/24/2010

Application Deadline: Until Filled

Application Process: Edgecombe County Social Services employees may return a completed NC state application to Betty Battle. All other applicants should apply through the Employment Security Commission. A pre-employment drug screening and criminal background search is administered.