



Martin County Department of Social Services  
Post Office Box 809  
Williamston, North Carolina 27892  
(252) 789-4400 – Office      (252) 789-4409 – Fax

## **JOB ORDER**

**DATE:** August 23, 2023

**POSITION AVAILABLE: SOCIAL WORKER III – CHILDRENS SERVICES INVESTIGATION**

**SALARY GRADE: 69**

**BEGINNING SALARY: \$42,840.00.00 FOR A FULLY QUALIFIED APPLICANT (WORK AGAINST CANDIDATES WILL BE CONSIDERED)**

**TYPE OF POSITION: PERMANENT /FULL TIME**

**HOURS OR WORK: 8:00 A.M.-5:00 P.M. AND ON CALL AS SCHEDULED**

### **DUTIES AND RESPONSIBILITIES:**

Work in this position includes providing protective, investigative, and case management services for children who are at risk for neglect and/or abuse. Employee provides social work services including treatment and immediate response to crisis situations for at-risk children in complex situations. Work involves investigation of alleged neglect and abuse, substantiation of the alleged neglect or abuse as prescribed by federal and state guidelines, providing expert testimony in court hearings, and following up with case management and preventive services for children and families.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Through 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 governmental and private organizations and community resources. Considerable knowledge of the laws, regulations and policies which govern the program. Considerable knowledge of family and group dynamics and a range of intervention techniques. Ability to establish rapport with a client; ability to establish and maintain effective working relationships with members of case load and their families as well as civic, legal, medical, social and religious organizations.

## **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; bachelor's degree in social work from an accredited school of social work and one year directly related experience; four year degree in a human services field plus two years directly related experience; four year college or university degree plus three years of directly related experience.

Bilingual in English and Spanish a plus.

## **BENEFITS:**

1. Paid Health Insurance
2. Paid Dental Insurance
3. Paid Life Insurance
4. Paid 12.92% for Retirement
5. 5% 401-K Contribution
6. Pay 2.3 Weeks of Vacation per year
7. Pay 2.4 Weeks of Sick per year
8. Pay 11 days of Holiday per year

## **SPECIAL REQUIREMENTS:**

Must live within one hour's drive to the office; must possess and maintain a valid North Carolina driver's license; must have access to a vehicle. Must submit an official college transcript with application. A work against candidate will be considered.

## **TO APPLY:**

Anyone interested in applying for this position must submit a typed NC State Application (PD-107) from <https://oshr.nc.gov/documents/nc-state-government-application-employment-pd-107> including a complete job history to:

Martin County Department of Social Services  
Attn: Barbie Casper  
Post Office Box 809  
305 East Main Street  
Williamston, NC 27932  
[barbie.casper@martincountyncgov.com](mailto:barbie.casper@martincountyncgov.com)

Applications may be submitted via mail or in person. Individuals interested out of the area can submit a completed application via fax at: (252) 789-4409, Attn: Barbie Casper.

**ALL ORIGINALS MUST BE MAILED.**

**CLOSING DATE: Open until filled**

Applicants selected for employment must first pass a drug/alcohol screening and a criminal background check. Bilingual applicants sought.

**MARTIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**