



Martin County Department of Social Services
PO Box 809
Williamston, NC 27892
252-789-4400

JOB ORDER

DATE: February 7, 2023

MARTIN COUNTY DEPARTMENT OF SOCIAL SERVICES

POSITION AVAILABLE: SOCIAL WORKER SUPERVISOR III – ADULT PROTECTIVE SERVICES

SALARY GRADE: 73

SALARY RANGE: \$47,153.00 – \$50,153.00

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:

This position provides close supervision to the Adult Services Units which consist of the following programs: Community Alternatives Program (CAP DA), Adult Protective Services, Guardianship, Adult Placement Services, Special Assistant Program, and monitoring of Adult Care Homes and Family Care Homes. This position ensures that North Carolina General Statutes are followed. The individual in this position is responsible for assigning Adult Protective Service (APS) reports to social workers and keeping staff informed of area programs and resources.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Social Work principles, techniques, and practices, and their application to populations.
- General knowledge of the methods and principles of casework supervision and training.
- Family and group dynamics and a range of intervention techniques. complex casework, group work, and community problems.

- The special needs of the disabled, vulnerable adults, and geriatric Skill in developing rapport with a client and in applying techniques or assessing psychosocial, behaviors, and psychological aspects of client's problems.
- Ability to establish and maintain effective working relationships with members of caseloads and their families, as well as civic, legal, medical, social, and religious organizations.
- General knowledge of office or work unit procedures, methods, and practices.
- General knowledge of and ability to use correct spelling, punctuation and specialized vocabulary; ability to proofread.
- Ability to learn and apply a variety of guidelines applicable to the work process.
- Ability to record and compile information based on general guidelines.
- Ability to balance and reconcile figures.
- Ability to gather and give information and instructions regarding the work process and procedures.
- Ability to learn to use specialized office equipment.
- May require ability to coordinate work of other support staff, student worker and/or volunteers.

MINIMUM TRAINING AND EXPERIENCE:

Master's degree from an accredited school of social work; or a bachelor's degree from an accredited school of social work and one year of social work or counseling experience; or a master's degree in a counseling field and two years of social work or counseling experience; or four-year degree in a human services field or related curriculum and two years of social work or counseling experience; or graduation from a four-year college or university and three years of experience in rehabilitation counseling, pastoral counseling, or a related human services field providing experience in the techniques of casework, group work or community organization; or an equivalent combination of training and experience.

OTHER EMPLOYMENT 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.

Bilingual in English and Spanish a plus.

All successful candidates will be subject to a drug test and criminal background check. All interview appointments will be made by the Department of Social Services.

BENEFITS:

1. Paid Health Insurance
2. Paid Dental Insurance
3. Paid Life Insurance
4. Paid 11.43% for Retirement
5. 4% 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

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
305 East Main Street
PO Box 809
Williamston, NC 27932

An official college transcript is required with application. Unsigned applications will not be reviewed.

These applications may be submitted via mail or in person. Individuals interested that are 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

MARTIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER