

VACANCY ANNOUNCEMENT

Position: Community Social Services Assistant - (Part-time)

Agency: Alleghany County Department of Social Services

Pay Grade and Starting Salary: CSSA grade 54 - \$8.34 per hour part time up to 25 hours per week

Duties and Responsibilities: Responsible for supervising visitation of families with abused, neglected or dependent children in the care of the DSS. Work involves demonstrating basic child rearing practices (parenting skills) and discipline techniques. In addition, position will provide training on household management, personal care and community living skills. Position will maintain accurate and timely documentation and other paperwork in regard to the interactions among the parties, provide transportation to children and families, testify in court, provide regular feedback to the social workers in regard to the families and services, participate in team meetings and staffings, visit in client's homes and participate in trainings.

Knowledge, Skills and Abilities: Basic knowledge of the social, economic, and environmental conditions of clients to be served; working knowledge of basic household tasks and management functions and ability to teach to others; working knowledge of and ability to enlist the aid of available community resources; skill in basic reading, writing, and simple mathematics; ability to establish rapport and relate to population served and a variety of service disciplines (social workers, doctors, teachers) and community businesses; ability to prepare and maintain simple reports of activities; ability to exercise good judgment in appraising situations; ability to verbally communicate findings.

Minimum Education and Experience: High School diploma or a GED and a demonstrated possession of knowledge, skills and abilities gained thorough at least one year of experience in performing task similar to the ones assigned.

Application Process: Submit a "State Application Form, (P.D. 107) to the Alleghany Department of Social Services PO Box 247; 182 Doctor's Street; Sparta, NC 28675.

Deadline for submitting applications: September 23, 2019

All applicants will be subject to pre-employment qualifications. **Successful candidate for position will be subject to pre-employment drug testing, criminal background check and DMV driving record check.**

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