

VACANCY ANNOUNCEMENT

POSITION: Human Services Coordinator III

AGENCY: Alleghany County Department of Social Services

PAY GRADE AND SALARY: Pay Grade 71
Salary: Hiring \$40,922 Min. \$42,968 Max. \$61,383

DUTIES AND RESPONSIBILITY : This position supervises a unit consisting of 1 Social Worker III, one Administrative Assistant I, and one Processing Assistant V, and one Processing Assistant IV in program areas of Adult Services, Adoptions, Child Care Subsidy, and Medicaid Transportation. This position is responsible for reviewing and monitoring case records, consulting with workers for case consultation, interpreting law, policy and regulations in all program areas and is available for case consultation for on-call workers. This position assists the Director in hiring new workers, evaluating community needs and public policy planning, and budgeting in the service program areas and childcare subsidy by preparing and monitoring budgets. This position is responsible for training, monitoring, yearly job performance evaluations, and disciplinary actions as needed for workers in the unit. This position works with State representatives to assure compliance with state policy and prepares agency for monitoring/audits. This position is also responsible for representing the agency in the community through presentations, board memberships, media interviews, and other duties as needed.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of methods and principals of casework supervision and training; considerable knowledge of social work principles, techniques, ethics and practices and their application to specific casework and community problems; considerable knowledge of behavioral and socioeconomic problems and their treatment and governmental and private organizations and community resources; considerable knowledge of the laws, regulations and policies which govern social work programs; ability to supervise, train, orient and motivate lower-level social workers, students, interns, or other staff; ability to express ideas clearly and concisely and to plan and execute work effectively; ability to work under pressure, evaluate situations and make difficult decisions in stressful, sometimes dangerous situations.

MINIMUM EDUCATION AND EXPERIENCE: Master's degree in social work from and appropriately accredited institution and one year of directly related experience; or a bachelor's degree in social work from an appropriately accredited institution and two years of directly related experience; or a master's degree in a human services field from and appropriately accredited institution and two years of directly related experience; or a bachelor's degree in a human services field from and appropriately accredited institution and three years of directly related

experience; or a bachelor's degree from and appropriately accredited institution and four years of directly related experience; or an equivalent combination of education and experience.

APPLICATION PROCESS: Submit a State Application Form, (P.D. 107) to the Alleghany Department of Social Services Director at PO Box 247; Sparta NC or Alleghany Job Link Office Located at the Blue Ridge Development Center on Atwood Street.

DEADLINE FOR SUBMITTING APPLICATIONS: September 21st, 2018

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER