

**Randolph County Job Vacancies**

\*\*\*\*\* EOE/E-Verify \*\*\*\*\*

~ PRE-EMPLOYMENT DRUG TESTING REQUIRED ~

**All applications must be received in the Human Resources Office by 5pm on the closing date listed**

Department	Position Name	Position Description	Position Minimum Requirements	Comments	Salary Range	Advertising Dates
Social Services	Medicaid Income Maintenance Caseworker II <i>(Multiple Medicaid positions available)</i>	Responsible for intake, processing, and review functions of determining and/or redetermining applicant/client eligibility for services in the Medicaid Program(s) and interviewing of clients and/or reviewing other forms of media including mail-in applications and electronically collected data to obtain required information. Informs clients of their rights and obligations as prescribed under program policies. Perform related duties as required.	Graduation from high school and one year of experience as an Income Maintenance Caseworker or an equivalent combination of experience and training.  **Income Maintenance Caseworker I: Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience.	Ability to interpret policies and communicate with people of varied social, economic and educational backgrounds. Subject to heavy workload and tight time frame. A computer, basic math, and reasoning test will be administered. A verbal Spanish test will be given if applicant lists Spanish as a second language.	Based on experience	1/19/18 Thru 1/26/18
Social Services	Social Worker III In-Home Services  <i>Multiple positions available</i>	CPS In-Home Services are legally mandated and begin at the conclusion of the CPS Assessment, where all of the information gathered during the fact-finding process shall be incorporated into one case decision and one Report to Central Registry and a decision has been made to substantiate abuse, neglect, and/or dependency or there is a finding of services needed. The In-Home Social Worker provides, arranges for, and coordinates interventions and services as needed that focus on child safety and protection, family preservation, and the prevention of further abuse or neglect. Performs related duties as required.	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 (Child Welfare positions only); Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience.  Social Worker I and Social Worker II may be considered. Minimum Training and Experience: 4 year Human Services degree required.	Requires valid N.C. driver's license, good driving record and transportation for use at work. On call and immediate response duties required. Oral interview and written test will be performed. A verbal Spanish test will be given if applicant lists Spanish as a second language. <b><u>College transcripts must accompany application in order for application to be considered complete.</u></b>	Based on experience	1/19/18 Thru 1/26/18

Social Services	Social Worker I/A/T	In North Carolina, Child Protective Services (CPS) are conducted by local county government in a Department of Social Services. CPS social workers are responsible for accessing, identifying and documenting abuse, neglect, and dependency cases and finding the appropriate services to enhance child welfare. CPS social workers must be able to identify immediate threats made to a child and provide arrangements that comply with state and federal laws and agency procedures and conduct social work activities under detailed guidelines and strict timeframes. Performs related duties as required.	MSW-Child Welfare Collaborative; or MSW plus one year directly related experience; or BSW-Child Welfare Collaborative plus one year directly related experience; or BSW plus two years directly related experience; or an equivalent combination of education and experience.  Social Worker I, II, & III may be considered. Minimum Training and Experience: 4-year degree from an accredited college or university.	Requires valid N.C. driver's license, good driving record and transportation for use at work. Requires after hours work and on-call duties assigned. An Oral and written test will be administered. Bilingual preferred. If applicant lists Spanish as a second language a verbal Spanish test will be administered. <b>College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	Open until filled
Emergency Services	Telecommunicator <i>(Part Time)</i>	Performs skilled work answering and processing citizen requests for emergency and non-emergency assistance. Operates telephone, radio, computer-aided dispatch terminals and related communications equipment in answering requests and dispatching law enforcement, fire, emergency medical services, rescue and other public safety agencies in Randolph County. Performs related duties as required.	High school diploma or GED and less than one year experience working as a telecommunicator, in emergency services, stressful situations, or equivalent combination of education and experience.	Works on assigned rotating shifts. Available to work days, nights, short notices, weekends, holidays, and during inclement weather. Must be at least 18 years of age. MUST BECOME CERTIFIED WITHIN ONE YEAR OF EMPLOYMENT – DCI, and Emergency Medical Dispatch (EMD) and in CPR/First-aid. Pre-employment skills testing administered: listening & memory recall skills test, typing skills test & map reading skills test.	Based on experience	1/12/18 Thru 1/26/18

RANDOLPH COUNTY APPLICATION: Applications are available in the County Human Resources Office or from the Randolph County website, [www.RandolphCountyNC.gov](http://www.RandolphCountyNC.gov). A Randolph County application is required and must be received in the County Human Resources Office at 725 McDowell Road, Asheboro, NC 27205 by 5pm on the closing date listed in order to be considered. For specific inquiry or special assistance request, contact Sarah Pack at (336)318-6600. SELECTION PROCESS: Selection procedures will include detailed review of applications, interviews, and reference checks on the top candidate(s). Employment offer for any position requiring college credit or degree will be contingent upon verification by official transcript. Employment offer contingent upon satisfactory results of pre-employment drug screening and criminal background checks.