

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
Public Library	Library Assistant III	Provides circulation assistance to patrons; checks out library materials, issues library cards, assesses fees and fines and resolves problems related to library records. Manages the service desk in the absence of a supervisor or senior staff. Checks in and distributes library materials for shelving or transfers; shelves library materials. Provides assistance to patrons on retrieval of library materials and use of computers including computer classes; assists with programs for patrons. Performs related duties as required.	High school diploma or GED and one to three years' experience working in a clerical support position, in a library or similar research facility, or equivalent combination of education and experience.	This position works in the Franklinville Library and works 10 hours per week. Library hours are Monday through Friday 2pm-6pm and Sunday 2pm-5pm. This position would work on Sunday.	Based on experience	6/15/18 Thru 6/29/18
Social Services	Social Worker I/AT <i>(Multiple positions available)</i>	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. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	Open until filled
Child Support Services	Child Support Specialist	Responsible for performing administrative and investigative duties for the Child Support Program which includes: location services for non-custodial parents, establishing paternity and support obligations, providing enforcement and collection of Court ordered support obligations, medical insurance coverage and modification of existing orders, preparing cases for Court and testifying as needed. Performs related duties as required.	Associates/Technical degree in business, sociology, customer service, legal or judicial proceedings, or related field and one to three years' experience working in case management, in a legal or judicial environment, or equivalent combination of education and experience. Bachelor's degree preferred.	Bilingual preferred. Knowledge of the ACTS (Automated Case Tracking System) is preferred.	Based on experience	6/15/18 Thru 6/22/18 Extended until 6/29/18

Social Services	Social Worker Trainee	The primary purpose of this position is to learn, train, and gain qualifying experience in the local government operations of the North Carolina Child Welfare system to become fully qualified for appointment to a permanent position as a Social Worker III or Social Worker Investigative/Assessment and Treatment. Performs related duties as required.	Graduation from an accredited four-year degree granting college or university. Preferred areas of study include Behavioral Sciences, Community Development, Criminal Justice/Criminology, Education, Health Science, Human Development, Human Sciences, Human Services, Law, Political Science, Public Administration, Psychology, Social Policy, Sociology, and Social Work.	Oral and written interviews. A verbal Spanish test will be given if applicant lists Spanish as a second language. Must obtain and maintain a valid NC Driver's License, have reliable transportation and required insurance. OFFICIAL college transcripts must accompany application in order for application to be considered complete.	Based on experience	6/22/18 Thru 6/29/18
Public Health	Social Worker II	To provide case management services to children ages birth to 5 years who meet Care Coordination for Children (CC4C) guidelines. Collaborates with local pediatrician offices, WIC, CDSA, Randolph Hospital, etc. to increase community awareness of the CC4C and OBCM programs and to receive referrals for care management services. Provide case management services to Medicaid-eligible pregnant women who meet the Pregnancy Care Management guidelines. Performs related duties as required.	Bachelor's degree in social work from an accredited school of social work; Bachelor's degree in a human services field from an accredited college or university and one year directly related experience; Bachelor's degree from an accredited college or university and two years directly related experience.	Social Work degree preferred. Requires valid N.C. driver's license. OFFICIAL college transcripts must accompany application in order for application to be considered complete.		6/22/18 Thru 7/6/18
Social Services	Social Work Supervisor III	Responsible for supervision of a unit of a staff of social workers in a child protective services work unit. CPS unit receives reports, screens, assesses, or investigates referrals and provides social work services to protect children from abuse, neglect, or dependency as mandated by Chapter 7B of the North Carolina General Statutes and related rules and policy provided by the NCDHHS/DSS. Functions as a unit supervisor with duties that include planning, organizing and directing, budgeting, training, setting work standards, reviewing work, counseling and disciplining within the assigned area. Employee assigns cases to subordinates, coordinate work flow operations, and supervise staff through case review and consultation which requires the provision of substantial and recurring technical direction. Performs related duties as required.	Master's degree from an accredited school of social work and two years of social work or counseling experience; or a bachelor's degree from an accredited school of social work and three years of social work or counseling experience; or a master's degree in a counseling field and three years of social work or counseling experience; or four-year degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and four years of social work or counseling; or graduation from a four-year college or university and five 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.	Oral and written interviews required. A verbal Spanish test will be given if applicant lists Spanish as a second language. OFFICIAL college transcripts must accompany application in order for application to be considered complete.	Based on experience	5/25/18 Thru 6/4/18 Extended until 6/29/18

RANDOLPH COUNTY APPLICATION: Applications are available in the County Human Resources Office or from the Randolph County website, 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.