

**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	2 <sup>nd</sup> Shift 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.	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. Normal working hours are 2:00pm until 11:00pm, with on-call and immediate response duties required. <b>OFFICIAL college Transcripts must be submitted with application to be considered.</b>	Based on experience	8/3/18 Thru <del>8/10/18</del>  <b>Extended until 10/26/18</b>
Social Services	Social Worker I/A/T  <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. 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>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	Open until filled
Information Technology	Database Administrator Programmer	Responsible for installing, maintaining, and managing all enterprise databases. Duties include ensuring the security, integrity, and optimum performance of all database systems. Other duties include developing and testing queries, functions, and stored procedures needed for interfaces to external systems and reporting. Performs related duties as required.	Bachelor's degree in computer science, information technology, or related field and one to three years' experience working in computer science, information technology, or equivalent combination of education and experience.  Work against appointments may be considered for this position. Minimum training and experience: Associate's degree and 1 year of experience.	A working knowledge of Microsoft SQL, SSRS, Crystal Reports, Windows Server, and Microsoft Visual Studio is required. Candidate must have a thorough understanding of interpreting data relationships. A successful candidate must possess exceptional interpersonal, written, and oral communications skills and work easily with a diverse user base.	Based on experience	10/12/18 Thru 11/2/18

Social Services	Income Maintenance Caseworker II <i>(Archdale location)</i>	Responsible for completing the determination and re-determination eligibility of applicants/recipients applying for services in the North Carolina Food and Nutrition Services (FNS) Program, Medicaid, Low Income Energy Assistance Program (LIEAP), and Crisis Intervention Program (CIP). Will interview, obtain data concerning family, finances, income and health, compute budgets, verify all information; compile all gathered/necessary information in order to make decisions as to the eligibility of the applicants/recipients and prepare any necessary reports. Performs 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.	A computer, basic math, and reasoning test will be administered. Bilingual preferred; preference given to applicants who speak English and Spanish. A verbal Spanish test will be given if applicant lists Spanish as a second language. This position will work in the Archdale office.	Based on experience	10/19/18 Thru 10/26/18
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. <b>OFFICIAL college transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	10/19/18 Thru 10/26/18

Social Services	Social Work Supervisor III	Responsible for supervision of a staff of Social Workers that provide direct and/or indirect services to clients in the Foster Care Programs. Responsible for ensuring that all applicable laws and policies are adhered to and that competent and ethical services are being provided by the staff. Follows personnel laws, rules, and guidelines as set by the Office of State Personnel, the County, and the Agency. The Supervisor is a part of the agency's management team and participates in the active planning and implementation of goals and activities developed by the agency director and the management team. Provides training, coaching, and discipline of personnel. 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.	<b>OFFICIAL college transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	10/19/18 Thru 10/26/18
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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.