

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 Health	Public Health Nurse II	The primary duties include case management for children (CMARC) and case management for high-risk pregnant women (CMHRP). Eligible children include those having Medicaid, no insurance, or insurance coverage from birth to age five who meet program guidelines. Formal case management for pregnant women include those having Medicaid who are determined to be a high risk for poor birth outcomes. Processes include outreach, population identification, assessment, risk stratification, interventions, integration with provider, collaboration with the network, training and staffing. Helps ensure all high risk pregnant Medicaid women and children birth to age five who qualify for case management are followed according to State Contract and DMA guidelines.	A current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing. Current North Carolina Driver's License. Graduation from a four year college with a bachelor of science in nursing which includes a public health rotation and one year of public health nursing experience; or graduation from an accredited school of professional nursing, two years of professional nursing experience one of which is in public health nursing; or an equivalent combination of education and experience.	Requires valid N.C. driver's license, good driving record and transportation for use at work. Oral and written interviews. A verbal Spanish test will be given if applicant lists Spanish as a second language. This position to be filled by 12/01/2020. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	10/09/2020 Thru 10/16/2020
Public Health	Nutritionist II	Provides professional nutrition assessments and services with considerable amounts of time spent serving clients with comprehensive and complex nutrition needs. Provides direct nutrition services and counseling for clients who participate in the Special Supplemental Food Program for Women, Infants and Children (WIC) and designs individualized care plans and WIC approved food prescriptions packages. Documents plans of care in medical records and utilizes multidisciplinary approach to providing coordinated patient care. Provides nutritional interpretation to physicians, nurses, social workers and other health care providers.	Completion of an ADA approved dietetic internship with ADA Commission or Dietetic Registration eligibility preferred or Master's degree in nutrition or health nutrition with ADA commission on Dietetic Registration eligibility preferred or an equivalent combination of education and experience. Preference given to Urdu and/or Spanish speaking applicants.	Requires valid N.C. driver's license, good driving record and transportation for use at work. Oral interview will be performed. Preference given to Spanish and/or Urdu speaking applicants. A verbal Spanish/Urdu test will be given if applicant lists Spanish/Urdu as a second language. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	10/09/2020 Thru 10/16/2020
Emergency Services	EMT / AEMT / Paramedic Full-Time and Part-Time Positions	Responsible for rendering emergency medical care and life saving measures; operation of emergency vehicles and equipment; and reports. Employee serves as a member of a two-member ambulance crew responding to emergency and non-emergency calls, applying necessary first-aid and emergency medical care, and transporting persons to medical facility. Performs related duties as required.	Graduation from high school including completion of an accredited EMS program; or an equivalent combination of education and experience. Current certification through N.C. Office of Emergency Medical Services as an EMT. Must possess and maintain valid N.C. Driver's License without restriction, with the exception of corrective lenses. Must possess and maintain a good driving record. Must be physically able to lift approximately 250 lbs. of share weight. Ability to operate loaded ambulance stretcher.	Part-Time have flexible working hours. Must be able to work on short notice, weekends, holidays, or inclement weather. Must possess and maintain a clean criminal record without a felony or serious misdemeanor conviction. Requires tact, courtesy, and firmness in dealing with sick or injured persons and the general public.	Based on experience	09/25/2020 Thru 10/16/2020

Social Services	Attorney I	Responsible for providing legal representation and consultation to the Director, employees and the Board of Social Services. Duties include consultation to child and adult protective service investigators conducting abuse, neglect and dependency cases. Duties also include consultation in the provision of public assistance and consultation regarding adoptions and termination of parental rights. Represents agency in all phases of child and adult welfare litigation. Performs related duties as required.	Graduation from a recognized law school and licensed by the State of North Carolina to practice law.	The position is an exempt, full-time position. Standard agency hours are 40 hours per week; 8:00 AM to 5:00 PM. However, as an exempt professional, the attorney is expected to work whatever hours are necessary to accomplish the responsibilities and duties of their position. Work hours may include nights, weekends, and holidays as required for court appearances, case consultation, and obtaining non-secure custody orders for children or adults alleged to be abused, neglected, dependent, or exploited. Transportation for use at work, valid North Carolina driver's license and good driving record. Oral and written interviews will be administered.	Based on experience	09/25/2020 Thru 10/09/2020 Extended Until 10/30/2020
Social Services	Housekeeper (Temporary Full-Time)	Performs manual work in the care and cleaning of buildings, opening and securing buildings, performing minor building maintenance, and related work as apparent or assigned. Work is performed under the direction of immediate supervisor.	General knowledge of cleaning methods, materials and equipment; ability to understand and follow oral and written directions; ability to perform manual work; ability to read; ability to read and follow written directions; ability to maintain safety expectations for the position; ability to display thoroughness and cleanliness; ability to establish and maintain effective working relationships with associates.	Work hours are 7:00am to 4:00pm Monday – Friday.	Based on experience	08/28/2020 Thru 09/04/2020 Open Until Filled
Tourism Development Authority	Travel Information Counselor (Part-Time)	Performs entry-level work supporting various aspects of the Randolph County Tourism Development Authority Destination Marketing Plan & Program of Work including but not limited to Visitor Services, Partnerships & Industry Advocacy and related work as apparent or assigned. Serves on the Visitor Services & Information Team and work is performed under the general supervision of the Director of Visitor Services & Information and any applicable Authority officials.	High School Diploma or GED with one to three years of progressively responsible work experiences in sales, public relations, or other work involving public contact, or equivalent combination of education and experience.	Requires valid NC Driver's License, good driving record and transportation for use at work.	Based on experience	08/14/2020 Thru Open Until Filled

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 Annette Cagle 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.