

## 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	Income Maintenance Caseworker II (Work First)	This position is responsible for recruitment, training, and licensing of foster and adoptive families. Visits each licensed family at least quarterly and completes annual relicensing documentation; responsible for assisting foster families with coping and adjusting to day to day issues involving the children placed in their homes; works closely with the foster parents on any issue that is identified related to the care provided to children placed with them. Foster parents are required to have 10 hours of continuing education annually. The worker provides, arranges and assists the foster families with meeting this requirement. Coordinates the LINKS program including tracking, reporting, and requesting authorization/approval of funds from the Division of Social Services. 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.  <u>**Income Maintenance Caseworker I:</u> 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.	Bilingual preferred; preference given to applicants who speak English and Spanish.	Based on experience	11/25/2020 Thru 12/04/2020
Emergency Services	Administrative Assistant	Performs administrative and office/procedural support work involving a variety of office assistance tasks for the department, providing program support, preparing and maintaining files and records, assisting staff with administrative projects and related work as apparent or assigned. Work is performed under the limited supervision of the department director and any applicable department staff.	High School Diploma or GED and one to three years' experience, or equivalent combination of education and experience. Experience in Medical Records and Medical Billing preferred.	Medical Records and Medical Billing Preferred. Incident Command and NIMS training required after employment. Will be required to work during special events, some after hours, holidays and weekends on limited occasion.	Based on experience	11/25/2020 Thru 12/04/2020
Emergency Services	EMT / AEMT / Paramedic  <b>Full-Time and Part-Time</b>	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	11/25/2020 Thru 12/18/2020
Public Health	Foreign Language Interpreter  <b>Part-Time</b>	This position is assigned to the Environmental Health Food & Lodging section of the Health department. The purpose of this position is to provide foreign language interpretation and translation for Spanish-speaking clients.	Graduation from high school or GED and one year of experience preferably in a health care or human services setting, demonstrating a fluency in English and Spanish necessary to successfully perform assigned job duties.	A document will be provided during interview to translate from Spanish to English. Valid North Carolina Driver's License and good driving record required. Variable work schedule-less than 10 hours per week. Some after-hours clinics and occasional weekend home and/business visits to interpret may occur. Approximate rate of hourly pay is \$16.00 per hour.	Based on experience	11/20/2020 Thru 12/04/2020

Public Health	Case Manager-Contact Tracer  <b>Temporary Part-Time</b>	The Case Manager/Contact Tracer will be responsible for contacting persons in Randolph County who have tested positive for coronavirus; has been identified as a close contact to a confirmed COVID-19 case; or employers of positive cases. This position also provides appropriate guidance regarding COVID-19 control measures (isolation or quarantine education and guidance.) Job environment is in the Randolph County EMS Operations Center with minor physical inconveniences including sitting for moderate periods of time and repetitive wrist motion, can be intense as high volume; repetitive work is an expectation.	High School Diploma, or equivalent required. Ability to read, speak and write English. Fluency in languages other than English is a plus.	Maintain a valid driver's license with personal vehicle for work use. Position average is 25 hours per week. Preference is given to bilingual applicants. Approximate rate of hourly pay is \$16.00 per hour.	Based on experience	11/20/2020 Thru 12/04/2020
Social Services	Social Worker II (Foster Home Licensing)  <b>Please indicate on application which position you are applying for.</b>	This position is responsible for recruitment, training, and licensing of foster and adoptive families. Visits each licensed family at least quarterly and completes annual relicensing documentation; responsible for assisting foster families with coping and adjusting to day to day issues involving the children placed in their homes; works closely with the foster parents on any issue that is identified related to the care provided to children placed with them. Foster parents are required to have 10 hours of continuing education annually. The worker provides, arranges and assists the foster families with meeting this requirement. Coordinates the LINKS program including tracking, reporting, and requesting authorization/approval of funds from the Division of Social Services. Performs related duties as required.	Bachelor's degree in social work from an appropriately accredited institution; bachelor's degree in a human services field from an appropriately accredited institution and one year of directly related experience; bachelor's degree from an appropriately accredited institution and two years directly related experience; or an equivalent combination of education and experience.	The worker must comply with the required training established by the Division of Social Services for child welfare workers. The worker must complete MAPP/GPS training to come a certified trainer. The worker must complete 24 hours of continuing education each year and must meet the education and training requirements for this position as established by the Office of State Human Resources. 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>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	11/20/2020 Thru 12/04/2020
Social Services	Social Worker I/A/T  <b>Please indicate on application which position you are applying for.</b>	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.	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 human services field and one year of directly related experience; Bachelor's degree in 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.  <b>Social Worker I, II, &amp; III may be considered. Minimum Training and Experience:</b> 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. 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>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	10/30/2020 Thru <del>11/13/2020</del>  <i>Open Until Filled</i>

Public Health	Public Health Nurse II – Clinic/ Communicable Disease	This position will assist in all clinic areas: TB, STD/HIV, Communicable Disease, Immunizations, Family Planning, and Preparedness. May coordinate a specific program and/or work as an enhanced role nurse in a specific program. To assist with all aspects of the tuberculosis control program and provide supervision for employees working in the program. Assist with coordination of the program includes counseling patients concerning results of TB skin test, lab tests and –ray results. Also explains proper concerning dosages of medication, side effects and monitors clients monthly or as needed for side effects. Confers with physicians to coordinate care of client. Also works with private and state agencies to ensure proper follow-up of TB clients including but not limited to jails, prisons, hospitals, nursing homes and mental health facilities. Must be available to other staff members as reference for TB related issues.	A current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing. Current/Valid North Carolina Driver's License. Graduation from a four year college with a bachelor of science in nursing which includes a public health rotation; or graduation from an accredited school of professional nursing and one year of professional nursing experience; or and 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. <b><u>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</u></b>	Based on experience	10/16/2020 Thru <del>10/30/2020</del>  <i>Open Until Filled</i>
---------------	---	---	---	--	---------------------	---

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 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.