

## 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
Cooperative Extension	4-H Program Assistant	Performs intermediate administrative work developing and facilitating 4-H programming for the community and schools, training and recruiting volunteers and program leaders, and related work as apparent or assigned. Work is performed under the limited supervision of the County Extension Director.	High school diploma or GED and three years' experience working with youth programming, or equivalent combination of education and experience. Associate's or Bachelor's Degree preferred.	Requires a valid North Carolina Driver's License, good driving record, and transportation for use at work. Prefer previous experience working with volunteer recruitment and development and teaching youth or adults.	Based on experience	05/27/2022 Thru 06/03/2022
Cooperative Extension	4-H Program Outreach Coordinator <b>Part-Time</b>	Performs administrative and educational functions for a 4-H Summer Educational program for N.C. Cooperative Extension, Randolph County Center and other youth agencies. Duties include designing, implementing and teaching 4-H educational programs for youth in the community. Will also provide outreach at Boys and Girls Club and YMCA. Will assist in compiling weekly reports, maintaining participant records, and maintaining equipment and facilities. Performs related duties as required.	Prefer candidate with some college coursework in child development, education, or human services field. Associates/Technical degree and one to three years' experience working with youth, or equivalent combination of education and experience. Must have experience working with youth.	Requires a valid North Carolina driver's license with a good driving record. Some pre-planning work required before summer program begins. Summer program to begin the week of June 21 <sup>st</sup> and end August 11 <sup>th</sup> . Work no more than 30 hours per week. May work closely with the 4H Summer Program Facilitator and office staff at Cooperative Extension as well as Community Centers.	Based on experience	05/27/2022 Thru 06/03/2022
Social Services	Social Worker III – In-Home	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. 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. 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.  <b>Social Worker I and Social Worker II may be considered.</b> <b>Minimum Training and Experience:</b> 4-year Human Services degree required.	Requires a valid NC 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	05/27/2022 Thru 06/03/2022
Social Services	Social Worker II – CPS Intake	Employees in this position receive, screen, research, and otherwise complete the intake process for Child Protective Services reports. Reports come to the agency by telephone, in person, by email or mail, and through reports received by the agency for other purposes. The worker's responsibility is to interview, either by telephone or in person, the party making the report of abuse or neglect. The worker must gather specific information that is documented thoroughly on the CPS Intake Form to be passed on to the supervisor for a screening decision. 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.	Requires a valid NC driver's license, good driving record and transportation for use at work. 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	05/27/2022 Thru 06/03/2022

Social Services	Processing Assistant III – Reception <b>Bilingual Only</b>	Performs a variety of customer service, office, and/or technical tasks for processing information and documents. This position also provides administrative support for multiple operational programs including, but not limited to: initial public contact with clients, records management and information storage, retrieval systems for program operations, and completion of background checks for Protective Services clients.	Graduation from high school and demonstrated possession of knowledge, skills, and abilities gained through at least one year of office assistant/secretarial experience or an equivalent combination of training and experience.	<b>Bilingual Only</b> and a verbal Spanish test will be given.	Based on experience	05/27/2022 Thru 06/03/2022
Animal Services	Animal Services Director	Performs professional administrative work in the leadership, supervision, direction and coordination of the operations of the Randolph County Animal Services department. Work involves oversight of all departmental services including: animal care, adoptions, and animal control, and enforces state laws and county ordinances pertaining to animal control, animal welfare, and rabies. The director also ensures the protection of Personal Health Information according to law; ensures accountability and responsibility for the facility and all property assigned to the department; provides information to the public and news media to ensure public awareness of the department's programs and services; and negotiates agreements with the public and private entities for mutual help on providing services. This position reports directly to the County Manager. Performs related duties as apparent or assigned.	Bachelor's Degree in Business Administration, Public Administration, Criminal Justice or related field and two years' management experience; <b>or an equivalent combination of education and experience.</b> Preference will be given to applicants with management experience in animal services and law enforcement experience.	<b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	05/13/2022 Thru 06/10/2022
Emergency Services	EMT / AEMT / Paramedic <b>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.	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. Copies of any pertinent certifications and a resume is applicable. The pre-interview assessment center consists of a medical physical agility test, a written test, a skills scenario and a written scenario with the development of a patient care plan and written documentation.	Based on experience	05/20/2022 Thru 06/10/2022
Emergency Services	911 Telecommunicator <b>Night Shift Only 7pm-7am Rotating Shift</b>	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.	Works on assigned rotating shifts. Available to work nights, short notices, weekends, holidays, and during inclement weather. Must be at least 18 years of age. <b>MUST BECOME CERTIFIED WITHIN ONE YEAR OF EMPLOYMENT – DCI, and Emergency Medical Dispatch (EMD) and in CPR/First-aid.</b> Pre-employment skills testing administered: listening & memory recall skills test, typing skills test & map reading skills test.	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. Must have clean Criminal Background Check.	Based on experience	05/20/2022 Thru <del>05/27/2022</del> <b>Extended Until</b> 06/03/2022

Tourism Development Authority	Travel Information Counselor <b>Flexible Part-Time</b>	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. Work Hours (Flexible Part-Time): Monday-Thursday 9am – 4pm and Friday, Saturday, Sunday 8:30am – 4:30pm.	Based on experience	05/06/2022 Thru <del>05/20/2022</del> <b>Extended Until</b> 06/03/2022
Public Buildings	Maintenance Worker	Performs semiskilled work assisting in the cleaning, maintenance and repair of County buildings and facilities, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance Foreman and Maintenance Technician. Performs other related duties as required.	High school diploma or GED and one to three years' experience working in construction or maintenance, or equivalent combination of education and experience.	Requires valid NC driver's license, good driving record and a clean driving record. Must be able to work on short notice, weekends, holidays, or inclement weather.	Based on experience	04/29/2022 Thru <del>05/13/2022</del> <b>Extended Until</b> 06/03/2022
Social Services	Social Worker III – Foster Care <b>Temporary Position</b> <b>Please indicate on your application which Social Work position you are applying for.</b>	Provides specific services to children, their parent/guardians/caretakers when the children are removed due to substantiated abuse, neglect, or dependency. The worker provides counseling and case management services and assists the family with accessing specific services to help family members learn more appropriate behaviors, find safer housing, and make better decisions regarding the child's care and discipline. The goal is to establish a safe, permanent home for children who have been maltreated. On-Call duties are a part of this position. 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.  <b>Social Worker I and Social Worker II may be considered. Minimum Training and Experience:</b> 4-year Human Services degree required.	Must have a valid NC 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	<i>Open Until Filled</i>
Social Services	Social Worker I/A/T – 2 <sup>nd</sup> Shift <b>Please indicate on your application which Social Work position you are applying for.</b>	Responsible for providing protective, investigative, counseling and case management services for children who are at risk for neglect and/or abuse, and/or dependency. This a demanding and challenging career with opportunity to speak for the ones that have no voice and to fight to help ensure the safety of those who cannot protect themselves.	Master's degree from an accredited school of Social Work and one year of Social Work experience; or a Bachelor's degree from an accredited school of Social Work and two years of Social Work or counseling experience; or Master's degree in a counseling field and two years of Social Work or counseling experience; or a four-year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination or training and experience. One year of work experience be credited for completion of the social work collaborative.	Requires valid N.C. driver's license, good driving record and transportation for use at work. Work Hours are Monday – Friday 2pm – 11pm (In office and work from home hours). Oral interview and written test will be performed. Bilingual preference (English/Spanish) given - 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 <b>SIGN ON BONUS</b> A \$2,000, \$3,000, or \$4,000 sign on bonus is available depending on the position and qualifications of the individual selected.	<i>Open Until Filled</i>

Social Services	<p>Social Worker I/A/T</p> <p><i>Please indicate on your application which Social Work position you are applying for.</i></p>	<p>Responsible for accessing, identifying and documenting abuse, neglect, and dependency cases and finding the appropriate services to enhance child welfare. In North Carolina, Child Protective Services (CPS) are conducted by local county government in a Department of Social Services. 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.</p>	<p>Master's degree from an accredited school of Social Work and one year of Social Work experience; or a Bachelor's degree from an accredited school of Social Work and two years of Social Work or counseling experience; or Master's degree in a counseling field and two years of Social Work or counseling experience; or a four-year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination or training and experience.</p> <p><b>Social Worker I, II, &amp; III may be considered. Minimum Training and Experience:</b> 4-year degree from an accredited college or university.</p>	<p>Must have a valid NC 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.</p> <p><b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b></p>	<p>Based on experience</p> <p><b>SIGN ON BONUS</b></p> <p>A \$2,000, \$3,000, or \$4,000 sign on bonus is available depending on the position and qualifications of the individual selected.</p>	Open Until Filled
Social Services	<p>Social Worker III – Foster Care</p> <p><i>Please indicate on your application which Social Work position you are applying for.</i></p>	<p>Provides specific services to children, their parent/guardians/caretakers when the children are removed due to substantiated abuse, neglect, or dependency. The worker provides counseling and case management services and assists the family with accessing specific services to help family members learn more appropriate behaviors, find safer housing, and make better decisions regarding the child's care and discipline. The goal is to establish a safe, permanent home for children who have been maltreated. On-Call duties are a part of this position. Performs related duties as required.</p>	<p>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.</p> <p><b>Social Worker I and Social Worker II may be considered. Minimum Training and Experience:</b> 4-year Human Services degree required.</p>	<p>Must have a valid NC 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.</p> <p><b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b></p>	Based on experience	Open Until Filled
Public Health	Dentist	<p>Looking for a great place to work and live? If so, then Randolph County may be the place for you! Randolph County Public Health is seeking qualified applicants for our dentist position. The candidate we are looking for will have a heart for public health and serving the community. Our dental program primarily serves children ages 0 – 18 and an occasional dental emergency. In addition to the clinical services provided to clients, program staff spend time in conducting dental screenings and providing dental education in local school settings. The dental team is actively working to implement a school based oral health program made possible in part by a Duke Endowment grant award. On weekends you can visit the NC Zoo, hike the Uwharries, explore area potteries, or any number of fun activities. If this sounds good to you, complete and submit your application ASAP and/or give us a call for additional information.</p>	<p>Requires DMD or DDS degree from an accredited university and license to practice dentistry in North Carolina.</p>	<p>Monday – Thursday 8 – 5 (32 Hours/Week-Flexible)</p> <p><b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b></p>	Based on experience	Open Until Filled

Emergency Services	Paramedic <b>If hired during this period, in addition to hourly pay, the Paramedic will be eligible for a \$4500 (taxable) Paramedic Sign-On / Retention Bonus. Policy Requirements Apply</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. Work is performed under the limited supervision of the Emergency Medical Services Paramedic Crew Chief and Emergency Medical Services Paramedic Supervisor. 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 a Paramedic. 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.	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. Copies of any pertinent certifications and a resume is applicable. The pre-interview assessment center consists of a medical physical agility test, a written test, a skills scenario and a written scenario with the development of a patient care plan and written documentation.	Based on experience <b>Paramedic Sign-On / Retention Bonus Policy Requirements Apply.</b>	<i>Open Until Filled</i>
Public Health	Foreign Language Interpreter <b>Part-Time (10 Hours/Week or Less)</b>	Provide foreign language interpretation and translation for Spanish-speaking clients. This position is assigned to the Environmental Health Food & Lodging section of the Health department.	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 is 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.	\$16.00 per Hour	<i>Open Until Filled</i>
Adult Day Reporting Center	Transportation Aide / Driver <b>Part-Time 10 Hours per Week</b>	Responsible for providing transportation for clients to and from the Adult Day Reporting Center. Delivers supplies and runs errands. Abides by, enforces, and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations. Performs related duties as required. Work is performed under the limited supervision of the Adult Day Reporting Center Program Director.	High school diploma or GED.	<b>Must be 18 years of age to apply for this position.</b> Must have a valid NC driver's license, good driving record and a clean driving record. Flexible working hours. Must be able to read a road map and have a good sense of direction. Must be able to take charge in controlling passengers' behavior if they become unruly. CPR/First Aid certification preferred.	\$12.00 per Hour	<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/DocumentCenter/View/704/Job-Vacancies-PDF](http://www.randolphcountync.gov/DocumentCenter/View/704/Job-Vacancies-PDF) . 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.

05/27/2022