

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 (Family & Children Medicaid)	Responsible for completing the determination and re-determination eligibility of applicants/recipients applying for services in various eligibility programs. 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. Perform 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. Prefer computer experience, customer service experience, experience in obtaining and compiling data. <i>**Income Maintenance Caseworker I:</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.	Ability to interpret policies and communicate with people of varied social, economic and educational backgrounds. Subject to heavy workload and tight time frame. A computer, basic math, reasoning test will be given and verbal Spanish test will be administered if Spanish listed as a second language. <i>Bilingual preference given (Spanish/English).</i>	Based on experience	04/30/2021 Thru 05/07/2021
Animal Services	Animal Services Coordinator	An Animal Services Coordinator performs intermediate work in support of administrative needs for the animal care shelter, animal adoption center, owner surrender and intake office and animal control service operations. The Animal Services Coordinator performs data entry, answers phones, provides public assistance and dispatches Officers; keeping records, reports and files; receiving monies and preparing financial documents. A working knowledge of Microsoft office, Word, Excel is required to perform essential job responsibilities. An understanding of handling and caring for animals is helpful in learning some of the animal intake responsibilities. This position is part of the Animal Services Department charged with providing animal care, shelter, adoption, and control services for the County. The Department reports directly to the County Manager and has an Animal Advisory Board.	Equivalent to the completion of the 12 th grade or High School equivalency and three years of customer service, clerical and/or animal shelter experience. Associates Degree in Administrative Assisting or Administrative Assistance Certificate is preferred but not required.	Must have valid NC driver's license. This is a full time position with rotating shifts, weekends, holidays and overtime as needed. At times this is a physically demanding job requiring a great deal of lifting and restraining of living as well as deceased animals under conditions which include loud noise and bad odors. Applicant must be able to stand, walk, run, kneel, crouch/stoop/squat, twist upper body and lift up to 50 pounds.	\$26,812 - \$30,201	04/30/2021 Thru 05/07/2021
Building Inspections	Codes Enforcement Officer	Performs field inspections and re-inspections of residential and commercial facilities for compliance with building, plumbing, mechanical and electrical codes. Issues warnings and stop work orders if necessary where construction is not being conducted in compliance with regulations as to methods and/or materials. Answers questions from citizens, contractors and builders in regards to building code regulations. Prepares reports and keeps records regarding inspections. Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.	High school diploma or GED and six or more years' experience working in engineering, construction management, construction, or equivalent combination of education and experience. Must obtain NC State certification within two (2) years of hire date in a minimum of three (3) trades (Plumbing, Electrical, and Mechanical as applicable). Requires valid North Carolina Driver's License and good driving record.	Special preference will be given to applicants that hold a license in plumbing, electrical or mechanical trades and also to applicants that have a broad knowledge of the referenced trades.	Based on experience	04/23/2021 Thru 04/30/2024 <i>Extended Until</i> 05/07/2021

Tourism Development Authority	Tourism Marketing Coordinator	Responsible for updating and maintaining digital library database, County tourism websites, and social media platforms. Assists with marketing efforts and works with visitor related businesses to promote individual businesses. Works to increase and enhance partnerships within local economy. Verifies facts, organizes, and works jointly with the Economic Development Partnership of North Carolina/Visit NC Division on various initiatives including group travel leads, and assists with familiarization tours as needed. Performs related duties as required.	Associates / Technical degree in marketing, tourism, or related field with one to three years of experience working in destination marketing; or equivalent combination of education and experience.	Prefer candidate with considerable knowledge of Randolph County and its various visitor services as well as basic knowledge of North Carolina. Some nights and weekends required to attend meetings and special events. Ability to deal courteously, tactfully and professionally with the public. Valid NC driver's license required. Microsoft Office computer skills test and Personality Match assessment will be administered.	Based on experience	04/23/2021 Thru 05/07/2021
Public Health	Local Health Director	Responsible for directive/managerial work in serving as the chief executive officer of Randolph County Health Department. Work involves providing leadership, directing program development and implementation, establishing program standards, and monitoring and evaluating quality of service delivery systems. Responsible for implementing and supervising a budget of \$6.3 million, staffing and personnel, and maintaining direct involvement in conflict/complaint resolution. Serves as the principle spokesperson for the agency relative to public health issues and represents the agency with government officials, medical/dental societies, health care providers, public/private schools and a variety of advocacy groups to influence the decision making process in order to insure adequate resources for program maintenance and expansion and the delivery of comprehensive services. Performs related duties as required. Appointed by and reports to the local board of health, as well as Randolph County Board of Commissioners.	A medical doctorate; or a Master's degree in Public Health Administration and at least one year of employment experience in health programs or health services; or a master's degree in a public health discipline other than public health administration and at least three years of employment experience in health programs or health services; or a master's degree in public administration and at least two years' experience in health programs or health services; or a master's degree in a field related to public health and at least three years of experience health programs or health services; or a bachelor's degree in public health administration or public administration and at least three years' experience in health programs or health services; or an equivalent combination of education and experience.	Requires valid N.C. driver's license, good driving record and transportation for use at work. OFFICIAL College transcripts must accompany application in order for application to be considered complete. To see the Responsibilities & Requirements of this position, please click on or go to this link: http://www.randolphcountync.gov/Portals/0/HR/Local_Health_Director_Responsibilities_Requirements.pdf	Based on experience	04/15/2021 Thru 05/05/2021
Emergency Services	EMT / AEMT / Paramedic Part-Time & Full-Time Available	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	04/09/2021 Thru 05/07/2021
Juvenile Day Reporting Center	Transportation Aide/Driver Part-Time 20 Hours/Week	Duties include organizing routes, keeping accurate documents of clients pick up and drop off times, mileage and maintenance records. Performs semiskilled work driving and transporting participants to and from programs, and related work as apparent or assigned. Work is performed under the limited supervision of the Juvenile Day Reporting Center Program Director.	High school diploma or GED.	Requires valid N.C. driver's license, good driving record and 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.	Based on experience	04/09/2021 Thru 04/16/2021 Open Until Filled

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	04/09/2021 Thru 04/16/2024 <i>Open Until Filled</i>
Public Health	Public Health Strategist <i>Revised posting on 04/01/21</i>	The Public Health Strategist position significantly impacts public health to plan, develop, and conduct investigations into causes of negative health outcomes, disease, and injury. They collect, analyze, and interpret statistical data and prepare analytical reports. Work includes trend analysis and independent statistical and epidemiological analysis. Work also involves supervising staff responsible for providing quality health education, health promotion policy, and public health preparedness and response. This position reports directly to the Health Director.	A master's degree in public health or public health administration or human services administration or a related programmatic field and two years of experience in public health education with one year in a management role; or graduation from a four-year college or university with a major in public health a related human services programmatic field and three years of administrative; or an equivalent combination of education and experience.	Requires valid North Carolina driver's license, good driving record and transportation for use at work. OFFICIAL College transcripts must accompany application in order for application to be considered complete. <i>If you haven't applied for Public Health Strategist position within the last 30 days, please submit another application.</i>	Based on experience	01/22/2021 Thru 02/05/2024 <i>Open Until Filled</i>
Social Services	Social Worker III – In-Home Services	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. The In-Home Social Worker 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. Performs related duties as required.	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 of training and experience. One year of work experience can be credited for completion of the social work collaborative. Social Worker I and Social Worker II may be considered. Minimum Training and Experience: 4 year Human Services degree required.	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. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	02/12/2021 Thru 02/26/2024 <i>Open Until Filled</i>

Social Services	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.	<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 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.</p> <p>Social Worker I, II, & III may be considered. Minimum Training and Experience: 4-year degree from an accredited college or university.</p>	<p>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.</p> <p>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</p> <p>If you haven't applied for SW I/A/T position within the last 30 days, please submit another application.</p>	<p>Starting salary for Fully Qualified applicants: \$48,133</p>	<p>10/30/2020 Thru 11/13/2020 <i>Open Until Filled</i></p>
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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. 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.

04/30/2021