Wilson County Department of Social Services

Build a career with us!

Paid Health Insurance for employees | Dental | Longevity Pay | 401-K | Life Insurance
Vacation/Sick Leave | 11 Paid Holidays | Flex Care | Travel Reimbursement

Career Opportunity for Human Services Coordinator III
Adult Intervention

Position: 295-40-353	Salary Grade: 68
Job Order: 10048192	Salary Range: $36,000-$60,840

* SALARY NEGOTIABLE WITHIN THE RANGE BASED ON EDUCATION, EXPERIENCE AND OTHER QUALFICATIONS

If you are looking for a career working exclusively with adults who need assistance due to a crisis and providing assistance to individuals to remain safe in their home? Become a part of our World Class Agency!

DESCRIPTION OF WORK: Employee in this position supervises social workers and the In-Home Aide supervisor. Responsible for the day–to-day guidance and compliance of the department's crisis intervention and emergency assistance services to customers. Employee is responsible for program reports and data collection. Employee in this position will assist staff in interviewing and assessing customers when needed. Also handles customer concerns to achieve resolution. Jointly manage the In-Home Aide program and services. Responsible for jointly managing the Leading by Results (LBR) performance of the team.

Leadership responsibilities require the employee to bring the following competencies to this position: excellent customer service, effective communication, time management, planning and organizing, accountability, fiscal management, initiative, coaching, decision making, facilitation and team building. Must demonstrate professionalism at all times.

Requires good interviewing skills, income computation, ability to interpret and apply manual policies, being able to adapt to changes, excellent record and documentation skills, and effectively organizing work flow to manage team's case management. Requires the ability to work effectively in a teamwork setting and maintain a cooperative and effective working relationship with customers, team members, agency leadership, and community partners. Requires a valid driver's license as well as dependable transportation. Must possess and be able to demonstrate intermediate level of personal computer skills.

MINIMUM EDUCATION AND EXPERIENCE: A bachelor's degree in a human service field such as social work, counseling, psychology, special education, deaf education, or rehabilitation counseling or related curriculum and two years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in 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; or a master's degree in one of the above fields and one year of experience in social work or counseling, preferably with the client population.

Degrees must be from an appropriately accredited institution. A certified copy of transcript must be attached in a sealed envelope from the college or university and attached to the application form.

APPLICATION PROCESS: Applicants must complete and submit a Wilson County application by the closing date. A resume may be attached but is not a substitute. Incomplete or unsigned applications will not be processed.

Deadline: Continuous until filled	Drug Screening Required
Posting Date: **July 19, 2011**	

APPLICATIONS CAN BE OBTAINED BY CONTACTING:
Employment Security Commission | 302 Tarboro St. West | Wilson, North Carolina, Telephone: (252-234-1129)