



BERTIE COUNTY  
**Department of Social Services**  
PO Box 627  
110 Jasper Bazemore Ave.  
WINDSOR, NORTH CAROLINA 27983

TELEPHONE  
252-794-5320

DIRECTOR  
Daphine Little

---

## POSITION ANNOUNCEMENT

### Social Worker - Investigative/Assessment & Treatment - Child Welfare Services (Two Positions)

**POSTING DATE:** November 8, 2023  
**CLOSING DATE:** Open Until Filled  
**CLASSIFICATION:** Social Worker - Investigative/Assessment & Treatment - Child Welfare Services  
**SALARY GRADE:** 70  
**SALARY RANGE:** \$42,070.36 - \$65,209.48

**\*\*DUE TO DILIGENT RECRUITMENT EFFORTS:** \$45,119.13 is the Hiring Salary for Fully Qualified SW IAT Candidates.  
Experienced candidates receive additional compensation.

***\*\$2,000 SIGN-ON BONUS: \$1,000 at completion of sixth month and twelfth month of employment\****

**APPLICATION CRITERIA:** Submit a completed State of North Carolina Application Form (PD-107), with an official college transcript (if applicable) no later than 5:00 pm on the closing date to: Bertie County DSS Attn: Melissa Surgeon PO Box 627 Windsor, NC 27983, Bertie County Human Resources PO Box 530 Windsor, NC 27983, any Employment Security Office / NC Works Office or at Martin Community College-Bertie Campus 409 Granville Street, Windsor, NC 27983. The contact number is 252-794-4861, ext.175. Resumes in lieu of a completed PD-107 are not acceptable. Late, incomplete and/or unsigned applications will not be considered. A current, valid NC driver's license is required.

#### MINIMUM EDUCATION AND EXPERIENCE:

Master's degree from an accredited school of social work and one year of social work experience; or a Master's degree from an accredited school of social work and completion of the Child Welfare Collaborative; or a Master's degree in counseling or human services field and two years of directly-related experience; or a Bachelor's degree and completion of the Child Welfare Collaborative and one year of directly-related experience; or a Bachelor's degree from an accredited school of social work and two years of social work or counseling experience; or a Bachelor's degree in a human services field and three years of directly-related experience; or a Bachelor's degree from a four-year college or university and four years of directly-related experience.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of social work principles, techniques and practices and their applications to complex casework, treatment, and investigation of abuse or neglect of children; thorough knowledge of policies and procedures as evidenced by the ability to cite the authority of federal and state law; thorough knowledge of individual and group behavior, family dynamics, and medical, behavioral and/or psychosocial problems and their treatment theory.

Considerable knowledge of governmental and private organizations and resources in the community. Ability to interact and motivate a resistant involuntary client population and the public who may not agree with the laws, rules or policies of the process or the programs; ability to prepare documentation such as written investigative reports for the court, case records and treatment plans; ability to testify as an expert witness; ability to employ advanced case management interview techniques to establish a supportive relationship and involve families in the initial assessment for the need of services; ability to quickly assess the risks and safety of the client environment during daylight hours, after dark and in high crime areas; ability to employ expert negotiation skills in the most complex cases; ability to analyze and assess child development safety issues in relation to risk factors; ability to analyze tense family situations and make decisions about removing children when the decision has to be made with limited direct information and limited access to consultation; ability to communicate effectively and establish supportive client relationships. Ability to perform manual work exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to move objects.

#### **DESCRIPTION OF WORK AND EXAMPLES OF DUTIES PERFORMED:**

The primary purpose of this position is to conduct investigations, and provide and/or arrange for treatment services for children who have been abused, neglected, or left in a state of dependency. Employee will have combined investigative and treatment roles.

The employee will: conduct investigations and assessments which involve interviewing children, families and community collaterals; make home visits, counsel and plan service delivery, arrange placement with relatives and/or foster families as needed. This position also involves testifying in court, making placement recommendations, and providing interventions to ensure children's safety.

This is an advanced, professional level casework providing protective, investigative, counseling and case management services for children who are at risk for neglect and/or abuse. Employee provides social work services including treatment and immediate response to crisis situations for at-risk children in the most complex cases. Work involves investigation of alleged neglect and abuse, substantiation of the alleged neglect or abuse as prescribed by federal and state guidelines, providing expert testimony in court hearings, and following-up with case management and preventive services for clients. Employees analyze situations and determine appropriate courses of action immediately or in short time spans and often under very stressful conditions. Employee may provide group, family or individual treatment to clients of any age and any developmental, mental, medical, substance abuse, financial or family problem.

Employee will work in an office; however, a lot of out of office work is required in visiting homes, schools, health and mental health facilities, and other service agencies.

Employee serves ON CALL DUTY after hours, nights, weekends, and holidays as scheduled, for referrals for protective services for children after regular working hours.

The employee is required to adhere to the laws of Confidentiality. Responsible for any other duties assigned by the supervisor or director.

#### **EXAMPLES OF DUTIES PERFORMED:**

- Employee must complete a required 72-hours minimum of pre-service training before direct client contact and 39 additional hours within the first year of employment
- Receive / Screen Child Protective Services reports via telephone, letters or in person
- Make decisions immediately or with little time for consultation
- Gather and share information to determine the extent of abuse or neglect
- Provide counseling, arrange for services and provide expert opinions to legal officials

- Develop and implement intervention plans for services for the child(ren) and family
- Counseling, crisis intervention and problem solving
- Makes appropriate referrals within DSS or to other community partners and resources
- Prepare written reports
- Provide expert testimony in court hearings
- Record and document information gathered during an investigation
- Present cases for review by multidisciplinary teams, protective service committees and supervisors
- Maintain regular and continuous contact with the family and community providers
- Face to face contacts must be made twice per month
- Follow-up with case management and preventive services for clients
- Placement of children in foster homes and monitoring these placements
- Home evaluations
- Foster Care and some Adoption case management
- Provide public information and community awareness regarding Foster Care and Adoption programs

**PREFERENCES:**

- Computer knowledge and experience with personal computers and various computer software programs, such as MS Word, MS Excel, Web-based programs, etc.
- Organizational skills
- Ability to prioritize
- Ability to make decisions
- General knowledge of office practices and procedures
- Ability to type quickly and accurately
- Ability to communicate effectively in person and by telephone

**Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Bertie County. This service, if required will take precedence over duties described in this position vacancy announcement.**

**A Criminal Background Check will be required before any offer of employment**