



BERTIE COUNTY
Department of Social Services
PO Box 627

110 Jasper Bazemore Ave.
WINDSOR, NORTH CAROLINA 27983

TELEPHONE
252-794-5320

POSITION ANNOUNCEMENT

Permanency Planning Social Worker III – Foster Care/Adoptions - Child Welfare Services

POSTING DATE: October 31, 2025

CLOSING DATE: Open Until Filled

CLASSIFICATION: Social Worker III Permanency Planning (Foster Care/Adoptions) - Child Welfare Services

SALARY GRADE: 69

SALARY RANGE: \$40,335.92 - \$62,521.07

APPLICATION CRITERIA:

Submit a completed State of North Carolina Application Form (PD-107), with an official college transcript to:

- Bertie County DSS Attn: Melissa Surgeon PO Box 627 Windsor, NC 27983,
- Bertie County Human Resources Attn: Nicole Boone PO Box 530 Windsor, NC 27983,
- NC Works Office or Martin Community College-Bertie 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.

DESCRIPTION OF WORK:

This position involves assessment and providing interventions to strengthen, preserve, and/or reunite families after children have come into agency custody and/or to assist with the adoption process, when necessary. Foster care services provided by the social worker includes providing counseling/therapy to families and their children, monitoring and reviewing service delivery to families and their children, developing and working with community resources to coordinate and initiate services on behalf of families and their children, and when reunification is no longer the plan, initiate proceedings to terminate parental rights. This position is responsible for recruiting, licensing, supervising, and providing training for foster parents. Adoption services provided by this position include conducting home studies for prospective families, receiving referrals for adoption services, and maintaining an adoption services caseload.

Worker must be able to communicate well with clients, supervisors, and co-workers and possess the ability to make independent decisions when needed. This worker will be required to make decisions which affect the safety and well-being of clients in neglectful or abusive situations. Work involves making visits to clients' homes to monitor and assess the family situation, and visits to other agencies, facilities, schools, hospitals, and foster homes. Work also involves rotating shifts of after-hours/weekend/holiday on-call for protective services.

Work is performed in cooperative partnership with community service providers, law enforcement, and the court system. Work must be accurate and done in accordance with state law. The employee is required to adhere to the laws of confidentiality and is responsible for any other duties assigned by the supervisor and/or director.

MINIMUM EDUCATION AND EXPERIENCE:

Master's degree 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; 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 and one year of directly related experience; Bachelor's degree 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. Applicants not meeting full qualification requirements can be considered for employment through a work-against training program to advance towards being fully qualified for the position.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Bertie County. A Criminal Background Check will be required before any offer of employment.

An Equal Opportunity / Affirmative Action Employer