



BERTIE COUNTY  
**Department of Social**

**Services**

**PO Box 627  
110 Jasper Bazemore Ave.  
WINDSOR, NORTH CAROLINA 27983**

**TELEPHONE:  
252-794-5320**

---

**ReAdvertised Position**

**If you applied for this position you do not have to reapply**

**Posting Date: July 1, 2020**

**CLASSIFICATION:** SOCIAL WORKER – INVESTIGATIVE/ASSESSMENT and TREATMENT  
(Child Welfare Services)

**SALARY GRADE:** 70      **SALARY RANGE:** \$39,947- \$61,917

**APPLICATION CRITERIA** Apply through Employment Security Commission or NC Work Office no later than July 14, 2020 by 5:00 pm using a completed State of North Carolina Application (PD-107), **with an official college transcript attached**. Resumes in lieu of a completed PD-107 are not acceptable. Applicants must meet the **minimum** Competitive Service Requirements. A valid NC driver's license is also required.

**Closing Date: July 14, 2020 by the 5:00 pm**

**MINIMUM EDUCATION AND EXPERIENCE:**

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.

**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

An Equal Opportunity / Affirmative Action Employer

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:** 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 worker 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 at risk for neglect and/or abuse. Employees provide 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. Employees 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.

Worker serves on **CALL DUTY** after hours, nights, weekends, and holidays as scheduled, for referrals for protective services for children after regular working hours

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

- Worker 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, 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
- Operation of various office equipment: computers, copiers, printers, scanners, telephones, fax machines, etc.

An Equal Opportunity / Affirmative Action Employer

- Must adhere to the laws of Confidentiality
- Provide assistance in case of disaster, either natural or man-made, to serve the citizens of Bertie County
- Responsible for any other duties assigned by the supervisor or director

**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