

# North Carolina Job Order Print Document

Job Order: **10605868**

Print Date: **11/22/2016 5:49:37 PM**

Office: **NCWorks Career Center- Lenoir County**

LWIA/Region: **Eastern Carolina Workforce  
Development Board**

## Employer Information:

Employer Name: **GREENE COUNTY**

How to Apply: **Via Email, By Mail, By Fax, In Person**

Company Website: **NA**

Application Comments: **DO NOT PROVIDE A NCWORKS ONLINE APPLICATION OR RESUME  
IT WILL NOT BE CONSIDERED!!!**

**Resumes will not be accepted in lieu of the state or county application. Embedded or attached resumes ARE NOT accepted as a substitution for a completed application.**

*To receive credit for all of your work history and credentials, you must list the information on the State of North Carolina application. Any information omitted cannot be considered for qualifying credit.*

**Degrees must be received from appropriately accredited institutions. Transcripts, degree evaluations and cover letters may be uploaded with your application. Applicants who obtained their education outside of the United States and its territories are expected to assume responsibility for having their academic degrees validated as equivalent to a degree conferred by a regionally accredited college or university in the United States.**

**Please make sure you complete the application in full. Resumes may be uploaded with your application, but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will NOT be accepted.**

**If multiple applications are submitted to an individual position, only the most recent application received prior to the posting closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.**

**Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone.**

**EOE**

## Location:

Main Address:

**Greene County Dept Of Social Services  
227 KINGOLD BLVD STE A**

**Snow Hill, NC 28580**

Mailing Address:

**227 KINGOLD BLVD STE A**

**SNOW HILL, NC 28580**

## Contact:

Contact: **Lisa Pope**

Phone: **(252) 747-5932 x** Fax: **(252) 747-7553**

Title: **Administrative Officer 1**

Email: **[lisa.pope@greencountync.gov](mailto:lisa.pope@greencountync.gov)**

## Job Details:

Occupational Code: **21102100 Child, Family, and School Social Workers**

Job Title: **Social Work Supervisor III - Child Welfare**

Industry Code: **921190 - Other General Government Support**

Number of Positions: **1**

Referrals: **25**

Earliest Date to Display: **10/24/2016**

Last Date Job Order Will Display: **12/31/2016**

Type of Job: **Regular**  
Duration: **Over 150 Days**

Job Time Type: **Full Time (30 Hours or More)**  
Special Job Category:

### Job Duties and Skills:

Description:

**The primary purpose of this position is to manage the Child Welfare Unit's day to day supervision and work assignments for the staff assigned to the unit. The Child Welfare Unit consists of the following programs; Child protective Services-Investigation/Assessments, On-Call Social Worker, Foster Care, Adoptions, In-Home Services and Foster Home Licensing. The Social Work Supervisor is responsible for organizing and directing the work to carry out the mission, function and long or short term range plans for the Children's Services Unit, assure that goals, objectives and strategies are carried out in a manner the ensures that client's needs are met and quality services are provided in the most efficient and constituent responsive manner possible.**

**The Supervisor is involved in the problem solving of cases and situations, offers advice and counsel in the interpreting of policies and procedures, training, quality assurance monitoring, team building and personnel. Considerable knowledge and use of a computer will be extremely valuable to the individual. The person in this position is required to key information into varying systems, completing case dictation, e-mailing and retrieving verifications from various systems which require close visual attention. The individual is required to frequently review written reports of policy documents, case summaries and other write reports. Intense mental concentration is needed daily for the operation and the major decision making necessary for the success of the work unit.**

Special Software/Hardware Skills Needed: **No**

Special Skills:

### Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **Bachelor's Degree**

Months of Experience: **12**

Requires a Drivers License: **Yes, Operator License**

Near Public Transportation: **No**

Drivers License Certification: **Class C**

Drivers License Endorsements: **No Endorsements**

### Compensation and Hours:

Minimum Salary: **43095.00 Year**

Maximum Salary: **60159.00 Year**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours Vary**

Actual Hours:

Shift: **Day Shift**

Benefits: **Medical, Life Insurance, Vacation, Holidays, Sick Leave, Retirement/Pension**

Other Benefits: **No Benefits Listed**

### Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

### Job Application Information Needed:

#### Req Section

- Contact Information
- Employment History  Allow individuals that have never had a job to apply (eg. College graduates)
- Education History

■ Certifications

■ Desired Job Type

**Other Information:**

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

**Staff Information:**

Category: **NA**

Job Developer Mandatory Listing: **NA**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **11/3/2016**