



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

SOCIAL WORK PROGRAM MANAGER SOCIAL SERVICES

This Position is Full Time with Benefits

Vacancy Number
17-1018

Hiring Range
\$50,993 – \$75,983

Opening Date
January 27, 2017

Closing Date
OPEN UNTIL FILLED

**Submit your completed
County of Moore
Application To:**

Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than
a County of Moore
application will not be
forwarded to the hiring
authority.**

**Applications received after
the closeout date/time
indicated will not be
eligible for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES:

This position performs difficult professional and administrative work managing the Child Welfare and Adult Service programs of the Department of Social Services; does related work as required. Work is performed under the general supervision of the Director of Social Services.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Thorough knowledge of the philosophy, objectives, practices, principles, and techniques of social work, counseling, interviewing, and investigating and their application to specific casework and community problems;
- Comprehensive knowledge of the ethical standards and practices of professional social work and of local, State, and Federal laws and regulations affecting social "systems" and how to design them;
- Considerable knowledge of personal computers and database software;
- Ability to engage staff in efforts to resolve their own problems, in gaining trust and in discussing sensitive emotional subjects in a non-threatening supportive manner;
- Ability to identify the information necessary to solve a problem, to interpret complex psychosocial phenomena, and to mediate and negotiate conflicts;
- Ability to plan, organize, assign, train, orientate, supervise, and direct the work of a large staff of professional and nonprofessional employees and interns;
- Ability to communicate effectively and establish and maintain effective working relationships with clients, the agency director, County officials, associates, community agencies, various community officials, other professional and technical staff, social agencies, and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- **COPIES of college transcripts must be submitted with County of Moore Employment Application;**
- Master's degree from an accredited school of social work and three (3) years of social work or counseling experience, two of which was in a supervisory capacity;
- **OR**, a Master's degree in a counseling field from an accredited college or university and four (4) years of social work or counseling experience, two of which was in a supervisory capacity;
- **OR**, a Bachelor's degree from an accredited school of social work and four (4) years of social work or counseling experience, two of which was in a supervisory capacity;
- **OR**, a four-year degree in a human services field or related curriculum from an accredited college or university and five (5) years of social work or counseling experience, two of which was in a supervisory capacity;
- **OR**, graduation from a four-year accredited college or university and six (6) years of experience in rehabilitation counseling, pastoral counseling, or a related human services field providing experience in the techniques of casework, group work, or community organization, two of which was in a supervisory capacity.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina Driver's License.

SPECIAL REQUIREMENTS:

*****This is a safety sensitive position subject to random drug screenings.**

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of up to 50 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and
Equal Opportunity employer.*

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test, and post offer physical.

Moore County is an E-Verify Participant