Memo

To:       All Interested Candidates
From:  Karen Ensley, Human Resources Director
Date:   February 28, 2020
RE:     Job Posting - Full Time Community Social Service Technician
        Department of Social Services

Duties and Responsibilities: This position will be providing multiple mandated services to children in
the agency’s custody to include transportation for medical, dental and therapeutic services; supervision
of family visitation, reporting visit observations to case managers, testifying in court, keeping updated
case records; file maintenance of medical/dental records, photo bank, services to families with
dependent children in the areas of: training in household management, hygiene and personal care,
community living skills, child-rearing practices, safety measures in home and discipline techniques. May
occasionally be required to assist families to find housing, day care and transportation. May offer
support in the area of child placement services; other duties as assigned.

Qualifications: Basic knowledge of the social, economic and environmental conditions of clients to be
served; working knowledge of basic household tasks and management functions and ability to teach
others; working knowledge of and ability to enlist the aid and available community resources; skill in
basic reading, writing and simple mathematics; ability to establish rapport and relate to population
served and a variety of several disciplines and community businesses, ability to prepare and maintain
simple reports of activities; ability to exercise good judgement in appraising situations; ability to verbally
communicate findings. Some experience working with children and families.

Demonstrated possession of knowledges, skills and abilities gained through two years of experience in
performing similar tasks; or graduation from a two-year associate degree program designed to prepare
support personnel for human services agencies which includes a six month practice/internship in a
similar setting (one year of the above experience may be substituted for the practice).

Copy of College transcripts should be attached.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained, fully completed, and submitted to Henderson County HRD, 112 First
Avenue West, Hendersonville, NC 28792, www.hendersoncountync.gov/hr. Refer to the Additional
Applicant Information section for more detailed instructions. Applications may also be obtained at the
Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus
Drive, Flat Rock, NC 28731

The deadline for application is: Open until filled

Starting rate: $14.12
Grade: 64A