

## JOB VACANCY ANNOUNCEMENT

**POSITION:** Social Worker IV - Investigative/Assessment & Treatment  
Intake & Investigations

**DEPARTMENT:** Duplin County Social Services

**SALARY:** Grade 73 Starting Salary: \$19,7212 Hourly/\$41,020 Annually

**OPENING DATE:** November 1, 2017 **CLOSING DATE:** 11/16/17  
5:00 p.m.

**APPLY AT:** Duplin County Personnel Office  
County Administration Building-224 Seminary Street  
Kenansville, NC 28349  
910/296-2174 "Equal Opportunity Employer"

### **GENERAL DESCRIPTION OF DUTIES**

The purpose of this position is to provide protection of children 0-18 years of age who are being exposed to maltreatment. The duties also involve the receipt of (intake) and investigation of reports of neglect, abuse, or dependency; assessment of a child's situation to determine risk; initiation of court action when necessary to protect child; and utilization of the services within the agency and the community.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**I. Difficulty of Work:** The employee receives reports of neglect, abuse or dependency. These reports can be made in person, by phone, or by mail by anyone who has cause to suspect such is occurring. The employee is careful to obtain as much information as possible and records this on a standard intake form. The reports are screened by the employee and supervisor as to whether there is sufficient information to constitute a report based on the statutory definitions of abuse, neglect or dependency.

The employee conducts a thorough investigation on the reports that are accepted by the agency. The investigation consists of:

1. Interviewing all children in the home.
2. Interviewing all parent(s)/caretaker(s) in the home.
3. Visiting the home where the child(ren) reside.
4. Making other collateral contacts
5. Obtaining medical/psychological treatment and/or examination for child(ren) when necessary.
6. Determining in conjunction with a team of child protection staff whether or not investigating findings are sufficient to substantiate neglect, abuse, or dependency
7. Completing risk assessments to identify situational risk factors and determine if child(ren) is at low, moderate, or high risk for maltreatment.
8. Initiating court action when necessary to remove child(ren) from the home due to high risk factors for immediate harm or maltreatment.

The employees' caseload varies from month to month depending on the number of reports received. Once the investigation has been completed, the case is either unsubstantiated (closed) or substantiated and transferred to the Case Management Unit for follow-up treatment services.

Protective Services are mandated by State law with the Director of Social Services having the responsibility for ensuring that they are provided. The Director delegates this responsibility to the agency's Child Protective Services Investigative Unit. Both verbal and written guidelines are provided by the supervisor. There is also a number of Child-Welfare Manuals. Employees must have knowledge of the principles of social work along with good social work practice.

Minimum Training and Experience Requirements - 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.

Special Note - Must have a valid N. C. driver's license. Must have access to use of a motor vehicle for travel to client homes and various destinations throughout the county and state.