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Department of Social Services  
106 East Morgan Street, Suite 101  
Brevard, NC 28712

November 17, 2017

POSITION AVAILABLE

**CLASSIFICATION:** COMMUNITY SOCIAL SERVICES ASSISTANT

**HIRING RANGE:** \$ 23,894 - \$ 29,867 **PAY GRADE:** 6

**DEPARTMENT:** Department of Social Services – Children’s Services

**DUTIES/RESPONSIBILITIES:** The primary purpose of this position is to work with the children’s services social workers to provide supportive services and coordinate community resources for the clients and families served.

This position will provide transportation for children in the agency’s custody to supervised parental visits, out of home placements, child care, and medical or other appointments as necessary. Transportation may involve travel locally and out of county. This position will be responsible for the supervision of foster children’s visitations with their families to build on the parent-child relationship. The employee will offer suggestions, provide support and document the progress of the visitation. Documentation and court testimony are important aspects of the job. This position may require other duties as assigned in addition to the above responsibilities.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge and skill in enlisting available community supportive resources for individuals served, considerable knowledge of social economics, and environmental conditions of clients to be served, considerable knowledge of various types of housing and resources; skill in basic reading, writing, and simple mathematics, skill in appraising needs and exercising good judgement in decision making, skill in establishing rapport with clients and variety of service delivery disciplines and community business personnel; ability to perform duties in stressful situations; ability to verbally communicate findings, excellent observational skills, knowledge of basic child development and management; valid NC driver’s license and a good driving record.

**MINIMUM EDUCATION AND EXPERIENCE:** Demonstrated possession of knowledges, skills, and abilities gained through at least one year of experience in performing tasks similar to the ones assigned

**NECESSARY SPECIAL QUALIFICATION:** Valid North Carolina driver’s license or chauffeur’s license, free of violations and at least five years driving experience.

**DATE AVAILABLE:** January 2, 2018

**CLOSING DATE:** December 1, 2017

**APPLICATION PROCESS:** Register with NCWORKS.gov and submit a state application (PD107) along with transcripts if applicable to NCWorks Career Center, Blue Ridge Community College Transylvania Campus, 45 Oak Park Drive, Brevard, NC 28712 by close of business on date of closing or to Transylvania County Department of Social Services, Attention: Cindy Anders, 106 East Morgan Street, Suite 101, Brevard, NC 28712.