



Vision Vitality Variety
County of Vance
Employment Opportunities

Vance County Human Resources
 122 Young Street, Ste. B
 Henderson, NC 27536
 Phone: (252) 738-2017
 Fax: (252) 738-2039 (FAXED APPLICATIONS ARE ACCEPTABLE)
 Hours: 8:30 A.M. – 5:00 P.M. Monday – Friday

*Effective January 1, 2009, Vance County will **only accept applications** for **positions** for which we are **actively recruiting** below or in the media.* If you are interested in a position that is not being advertised, you may come in to our office and complete an Applicant Interest Card for future openings.

If you are interested in any of the following openings, please complete a Vance County application and submit to the above address. A County Employment Application is available at www.vancecounty.org. A resume may be submitted with your application. All applicants are subject to pre-employment drug testing and a criminal background check.

This Employer Participates in E-Verify. Este Empleador Participa en E-Verify.

Vance County is an Equal Opportunity Employer

UPDATED November 20, 2015

Department: Social Services
Position Title: Income Maintenance Caseworker II (Food & Nutrition)
Salary Range: \$28,704 - \$30,144 (DOQ)
Application Close Date: **December 4, 2015**
2 positions available

Minimum Training and Experience Requirements:

One year of experience as an Income Maintenance Caseworker I; or an equivalent combination of training and experience. The Income Maintenance Caseworker I would qualify based on education and experience requirements of a 2-year degree from an accredited program in a specific curriculum; or high school plus two years paraprofessional/clerical public contact experience (one which must have been in an Income Maintenance Program); or high school plus 3 years paraprofessional/clerical public contact experience; or an equivalent combination of education and experience.

Knowledge, Skills, & Abilities:

Considerable knowledge of the program/areas of assignment. General knowledge of all agency and community programs and services which could affect the client/applicant. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret rules, regulations and procedures. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within structured time frames.

Job Description/Duties:

This position determines eligibility for income maintenance program (Food & Nutrition Services). Includes interviewing clients receiving or applying for public assistance to gather data to determine eligibility. Verify information, maintain records, take and process new applications. Will work with an on-going caseload and new Food & Nutrition cases. Bi-lingual encouraged to apply.

Special Requirements:

Proficiency desired in Typing, Word, and Excel

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**Department: Social Services- Senior Center**

**Position Title: HR Aide (Re-Advertised)**

**Salary Range: \$17,688- \$18,588 DOQ**

**Application Close Date: December 4, 2015**

**(Current applicants do not need to re-apply)**

**Minimum Training and Experience Requirements:**

Graduation from high school and Certification on Nurse Aide Registrar. Basic skills and knowledge to perform required physical tasks.

**Knowledge, Skills, & Abilities:**

Ability to transport clients safely and efficiently; to relate to the clientele served; to follow written and verbal directions; to record basic data; report observations to supervisor; and to perform required physical tasks.

**Job Description/Duties:**

The task performed in this position falls into two categories, Personal Care and Home Management. Personal Care tasks include assisting clients with baths, skin and hair care, dressing and grooming. Home Management tasks include housekeeping, shopping, meal preparation and providing transportation. These tasks vary according to the individual needs of the client to ensure client's basic needs are met. It is mandatory to attend In-Home Service training sponsored by the agency, community college or through the Division of Human Resources. Work will be reviewed by supervisor after employee starts and thereafter on a regular basis.

**Special Requirements:**

Proficiency desired in Word and Excel.

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Department: Fire & EMS

Position Title: EMT Paramedic I (NEW)

Salary Range: (DOQ)

Application Close Date: Open Until Filled

Minimum Training and Experience Requirements:

Graduation from high school diploma or equivalent, current NC EMT- Paramedic with adequate continuing education hours; or an equivalent combination of education and experience. Minimum of 1 year field experience as an EMT- Paramedic highly desired.

North Carolina Emergency Medical Technician-Paramedic

North Carolina Hazardous Material Level I

North Carolina Emergency Vehicle Driver

ACLS, PALS or PEEP, BCLS, ITLS, PHTLS/BTLS certificates required

Possession of a valid North Carolina "Class C" driver's license.

Paramedic I: 0-2 years experience (**\$35,772- \$37,560 DOQ**)

Paramedic II: 2-5 years experience (**\$39,060- \$41,004 DOQ**)

Paramedic III: 5 + years experience (**\$42,648- \$44,796 DOQ**)

Knowledge, Skills, & Abilities:

Considerable knowledge of and skill in administering emergency medical procedures and techniques. Considerable knowledge of anatomy and physiology. Considerable knowledge of intravenous therapy and

skill in recognizing adverse conditions. Considerable knowledge of equipment and supplies employed in emergency care of patients and accident victims. Considerable knowledge of County and City geography and locations of roads and streets. Skill in recognizing patient traumas and signs and symptoms of medical emergencies to determine appropriate treatment. Ability to perform duties in accordance with established emergency medical procedures and techniques, medical protocols and standing orders. Ability to work with a diverse socio-economic population, based on the unique situations encountered. Ability to respond quickly and calmly in emergencies and stressful situations. Ability to drive safely an ambulance in adverse conditions and according to motor vehicles laws. Ability to communicate effectively in a tactful and firm manner with the public. Ability to deal with stress and death and dying patients. Ability to accurately record services provided on required forms. Ability to work with co-workers, law enforcement personnel, fire and rescue squads, medical personnel, patients and the general public. Ability to maintain vehicles, equipment, and facilities. Ability to maintain confidentiality of patient contact.

Job Description/Duties:

Vance County EMS is currently recruiting a motivated individual to fill a Paramedic position to respond to emergency and non-emergency calls. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, hazards associated with firefighting and emergency medical work including exposures to fumes, odors, dusts mists, gases, poor ventilation, and oils. The worker may be required to wear a respirator to work; the employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Performs patient assessment, basic and advanced life support treatment in accordance with protocols established by the department and the County's Medical Director; as certified, draws blood, administers approved medications; initiates intravenous fluids; performs pulmonary ventilations; administers CPR; provides airway management and cardiopulmonary resuscitation; oxygen administration; hemorrhage control; treatment for shock; bandaging and dressing injuries and splinting of fractures and dislocations; treatment of injuries to various parts of the body; provision of basic/advanced life support for medical injuries, assisting in normal and abnormal childbirth, treatment of injuries and burns; lifting and moving patients for transfer to a medical facility. Transports patients to local and regional medical facilities, maintaining contact with medical staff while in transport and assuring care of patient.

Special Requirements:

Proficiency desired in Typing, Word, and Excel.

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**Department: Fire & EMS**

**Position Title: Basic EMT (Part-time)**

**Salary Range: \$11.62/hour**

**Application Close Date: Open Until Filled**

**Minimum Training and Experience Requirements:**

High School diploma; applicant must be currently enrolled in a Paramedic Class OR scheduled for the next Paramedic class OR possess a current EMT-Paramedic certification with adequate continuing education hours, BCLS, ACLS, PALS/PEPP, PHTLS/BTLS certifications required. Must have a current valid driver's license, pass pre-employment drug screen, criminal and driving record check & assessment center evaluation that includes skills testing and oral boards prior to an offer of employment.

**Knowledge, Skills, & Abilities:**

Considerable knowledge of County and City geography and locations of roads and streets. Ability to work with a diverse socio-economic population, based on the unique situations encountered. Ability to respond quickly and calmly in emergencies and stressful situations. Ability to drive safely an ambulance in adverse conditions and according to motor vehicles laws. Ability to communicate effectively in a tactful and firm manner with the public. Ability to deal with stress and death and dying patients. Ability to accurately record services provided on required forms. Ability to work with co-workers, law enforcement personnel, fire and rescue squads, medical personnel, patients and the general public. Ability to maintain vehicles, equipment, and facilities. Ability to maintain confidentiality of patient contact.

**Job Description/Duties:**

Respond to emergency and non-emergency calls. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, hazards associated with firefighting and emergency medical work including exposures to fumes, odors, dusts mists, gases, poor ventilation, and oils. The worker may be required to wear a respirator to work; the employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Work is supervised on site by a Fire Captain and/or a higher level EMT when needed and is evaluated through conferences, observation, discussion of procedures at fire scenes and treatments at emergency situations, and public feedback.

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Department: Fire & EMS
Position Title: Paramedic (Part-time)
Salary: \$15.84/hour
Close Date: Open Until Filled

Minimum Training and Experience Requirements:

High school diploma or equivalent, current NC EMT-Paramedic certification with adequate continuing education hours. BCLS, ACLS, PALS/PEPP, PHTLS/ITLS certifications required. Minimum of 1 year field experience as an EMT-Paramedic. Recent Paramedic school graduates will be considered but will start as an EMT-Basic.

Knowledge, Skills, & Abilities:

Considerable knowledge of and skill in administering emergency medical procedures and techniques. Considerable knowledge of anatomy and physiology. Considerable knowledge of intravenous therapy and skill in recognizing adverse conditions. Considerable knowledge of equipment and supplies employed in emergency care of patients and accident victims. Considerable knowledge of County and City geography and locations of roads and streets. Skill in recognizing patient traumas and signs and symptoms of medical emergencies to determine appropriate treatment. Ability to perform duties in accordance with established emergency medical procedures and techniques, medical protocols and standing orders. Ability to work with a diverse socio-economic population, based on the unique situations encountered. Ability to respond quickly and calmly in emergencies and stressful situations. Ability to drive safely an ambulance in adverse conditions and according to motor vehicles laws. Ability to communicate effectively in a tactful and firm manner with the public. Ability to deal with stress and death and dying patients. Ability to accurately record services provided on required forms. Ability to work with co-workers, law enforcement personnel, fire and rescue squads, medical personnel, patients and the general public. Ability to maintain vehicles, equipment, and facilities. Ability to maintain confidentiality of patient contact.

Job Description/Duties:

Serves as a member of an emergency or non-emergency medical unit responding to calls for assistance and transporting patients as necessary. Administer Paramedic level life support techniques and procedures based on patient assessment. Completes necessary records and reports for emergency and non-emergency calls including information for billing documentation and legal accountability. Participates in cleaning and maintaining of ambulance, equipment, station and premises.

Special Requirements

Prospective applicants will be required to pass a pre-employment drug screen, criminal and driving record check. An assessment center evaluation that includes, skills testing and oral boards prior to an offer of employment.

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**Department:** Detention Center  
**Position Title:** Detention Officer I  
**Salary Range:** \$26,280 - \$27,612 (DOQ)  
**Application Close Date:** Open Until Filled

**Minimum Training and Experience Requirements:**

Completion of high school supplemented by courses in law enforcement or detention; or an equivalent combination of training and experience.

**CERTIFICATION/EXPERIENCED AS A DETENTION OFFICER PREFERRED.**

**Knowledge, Skills, & Abilities:**

Working knowledge of federal, state, and local laws pertaining to inmate sentencing pretrial conditions, and release; working knowledge of policies and procedures covering inmate security, classification, care and discipline; ability to exercise sound judgment in routine and emergency situations; ability to work in a hazardous and confining work environment; ability to deal tactfully and firmly with inmates and the public; ability to prepare and maintain accurate records; ability to maintain effective working relationships with supervisor, other employees, and the public; ability to actively listen to inmate conversations and sounds in the facility and exercise judgment in determining potential security problems.

**Special Requirements:**

Applicant must be able to pass a physical examination; meet the minimum standards set by the State of North Carolina for jail personnel; must be at least 21 years old.



**Department: Sheriff's Office**  
**Position Title: Deputy Sheriff**  
**Salary Range: \$30,012- \$31,500 (DOQ)**  
**Application Close Date: Open Until Filled**

**Desirable Experience and Education:**

Graduation from high school and completion of basic law enforcement training; possession of a Basic Law Enforcement Certificate preferred; or an equivalent combination of education and experience.

**Knowledge, Skills, & Abilities:**

Working knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, serving papers, mental health detention and commitment procedures; pursuit, and arrest.

Working knowledge of law enforcement principles, practices, methods and equipment.

Some knowledge of scientific crime detection and criminal identification methods and procedures.

Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.

Skill in collaborative conflict resolution.

Ability to act with sound judgment in routine and emergency situations.

Ability to communicate effectively in oral and written forms.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

**Physical Requirements:**

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pound of force occasionally; 20 pounds frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

**Special Requirements:**

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers with prospects of successfully completing the entire certification process within prescribed time frames.

May require radar and other certifications.

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Department: Sheriff's Office
Position Title: Deputy Specialist
Salary Range: \$32,760- \$34,404 (DOQ)
Application Close Date: Open Until Filled

Minimum Training and Experience Requirements:

Graduation from high school and considerable law enforcement experience supplemented by specialized training in the area of assignment; or an equivalent combination of education and experience.

Knowledge, Skills, & Abilities:

Considerable knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, civil process, serving papers, pursuit, and arrest; Considerable knowledge of law enforcement principles, practices, methods and equipment; Considerable knowledge of scientific crime detection and criminal identification and/or narcotics interdiction and other special narcotics investigations methods and procedures; Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics; Skill in collaborative conflict resolution; Ability to act with sound judgment in routine and emergency situations; Ability to communicate effectively in oral and written forms; Ability to present effective court testimony; Ability to prepare clear and concise activity reports; Ability to build and maintain cooperative and effective public relations with the citizens; Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Physical Requirements:

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions; Must be able to perform medium work exerting up to 50 pound of force occasionally; 20 pounds frequently; and 10 pounds constantly. Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

Special Requirements:

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers.

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