

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

Positions Available:

Department	Position Title	Post Date - Close Date
Social Services	Social Worker Supervisor III (CPS)	November 23, 2016- December 7, 2016
Emergency Operations	Telecommunicator I (2)	November 16, 2016- November 30, 2016
Social Services	IMC II (Family & Children)	November 9, 2016- November 23, 2016
Fire Department	Fire Specialist II	September 9, 2016- Open Until Filled
Fire Department	Fire Engineer (Part-time)	Open Until Filled
Fire Department	Firefighter (Part-time)	Open Until Filled
EMS Department	Paramedic I	Open Until Filled
EMS Department	Paramedic (Part-time)	Open Until Filled
Detention Center	Detention Officer	Open Until Filled
Sheriff's Department	Deputy Sheriff	Open Until Filled
Sheriff's Department	Deputy Specialist	Open Until Filled

UPDATED November 22, 2016

Department: Social Services
Position Title: SW Supervisor III (CPS) (NEW)
Salary Range: \$44,568 - \$46,800 (DOQ)
Application Close Date: December 7, 2016

Minimum Training and Experience Requirements:

Master's degree from an accredited school of social work and two years of social work or counseling experience; or a bachelor's degree from an accredited school of social work and three years of social work or counseling experience; or a master's degree in a counseling field and three years of social work or counseling experience; or four-year degree in a human service field or related curriculum including 15 semester hours in courses related to social work or counseling and four years of social work or counseling; or graduation from a four-year college or university and five years' experience in rehabilitation counseling, pastoral counseling, or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience. Supervisor experience preferred.

Knowledge, Skills, & Abilities:

Knowledge of methods and principles of casework supervision and training. Considerable knowledge of social work principles, techniques and practices and their application to specific casework and community problems. Considerable knowledge of behavioral and socioeconomic problems and their treatment and governmental and private organizations and community resources. Considerable knowledge of the laws, regulations and policies which govern social work programs. Ability to supervise, train, or orient lower-level social workers, students, interns, or other staff. Ability to express ideas clearly and concisely and to plan and execute work effectively.

Job Description/Duties:

This management level position will provide the full array of services for the Child Protective Services Unit (Intake, Assessment and Case Management). The primary purpose of this position is as follows: provide supervision and training to the social workers who provide direct services to clients; coordinate work flow within the unit; monitoring to ensure program compliance standards are achieved and maintained; develop and maintain procedures to meet program demands; collaborate with other community agencies

to ensure service needs of clients are met; serves as liaison for the agency in the community on the identification of trends/needs of the community; assists workers and legal counsel in juvenile court proceedings; maintain after hours on-call schedule for emergency case response. Ability to supervise, train, or orient lower-level social workers, students, interns, or other staff. Ability to express clearly and concisely and to plan and execute work effectively.

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**Department: Emergency Operations**  
**Position Title: Telecommunicator I (NEW)**  
**Salary Range: \$26,280 - \$27,612 (DOQ)**  
**Application Close Date: November 30, 2016**  
**2 POSITIONS AVAILABLE**

**Minimum Training and Experience Requirements:**

Graduation from high school and public contact and customer service experience; communications and dispatching experience preferred; or an equivalent combination of education and experience. Applicants must be able to attend all classes as required for the position; must have a valid driver's license.

**Knowledge, Skills, & Abilities:**

Considerable knowledge of the operation of an electronic radio and telecommunications system and related Federal Communications Commission regulations; Considerable knowledge of the functions, practices and procedures of the Sheriff Department, Police Department, multiple fire departments, emergency rescue units, and other law enforcement agencies; Considerable knowledge of the physical layout of the county; Ability to accurately receive and transmit radio communications; Ability to assess people and situations, to apply sound judgment, to remain calm under stressful conditions and to elicit sufficient and essential information for dispatching and assisting field personnel; Ability to speak clearly and distinctly; Ability to maintain accurate and complete work activity records and files, including operating computer terminals; Ability to work simultaneously on different calls with different agencies and staff.

**Job Description/Duties:**

Seeking individual to perform responsible public safety communications and clerical work for certain public safety functions in the community. Work involves detailed record keeping and operation of electronic dispatch equipment including two way radios and computers. Must work well with people, have a working knowledge of the geography of the City and County, have an understanding of public safety programs, and the ability to work a schedule that will include nights.

**Special Requirements:**

Proficiency desired in Typing, Word, and Excel

Certification by the State of North Carolina as a DCI Operator, EMD and CPR certification within timeframes specified by the county.

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Department: Social Services
Position Title: Income Maintenance Caseworker II (Family & Children's Medicaid) (NEW)
Salary Range: \$28,704 - \$30,144 (DOQ)
Application Close Date: November 23, 2016

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 (Family & Children's Medicaid 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 Family & Children cases.

Special Requirements:

Proficiency desired in Typing, Word, and Excel

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**Department: Fire Department**  
**Position Title: Fire Specialist II**  
**Salary: \$28,704- \$30,144 (DOQ)**  
**Application Close Date: Open until filled**

**Minimum Training and Experience Requirements:**

Minimum of 18 years of age, Graduation from high school or GED.

**Special Requirements:**

NC Certified Level I/II Firefighter  
 NC Certified Hazardous Materials Level I  
 NC Certified Emergency Vehicle Driver (Ability to obtain within 6 months)  
 NC Certified EMT- Basic  
 NIMS 100,200 and 700  
 NC Class B Driver's License (Ability to obtain within 6 months)

**Knowledge, Skills, & Abilities:**

Considerable knowledge of and skill in firefighting procedures and emergency medical procedures and techniques. Considerable knowledge of County and City geography and locations of roads and streets. Working knowledge of firefighting methods and techniques. Ability to perform duties in accordance with established fire command and emergency medical procedures and techniques, and medical protocols. 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:**

Performs responsible protective service work in providing fire suppression; Performs responsible protective service work in providing emergency medical service. Performs responsible protective service work in operating fire department apparatus in a safe and effective manner. Daily responsibilities for

maintenance of equipment and station. Participation in on-going Fire and EMS training. All other duties as assigned by Officer in Charge.

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Department: Fire Department
Position Title: Fire Engineer (Part-time)
Salary: \$13.00/hour
Application Close Date: Open Until Filled

Minimum Training and Experience Requirements:
Minimum of 21 years of age, Graduation from high school or GED.

Special Requirements:
NC Certified Level I/II Firefighter
NC Certified Hazardous Materials Level I
NC Certified Emergency Vehicle Driver
NC Certified Driver Operator Pumps
NC Certified Driver Operator Aerials
NC Certified EMT- Basic or NC Certified Medical Responder
NIMS 100,200 and 700
NC Class "B" Driver's License

Knowledge, Skills, & Abilities:
Considerable knowledge of the operation of firefighting apparatus. Considerable knowledge of the hazards of firefighting and Ems procedures. Working knowledge of firefighting and Ems procedures. Ability to operate fire pumps and other equipment effectively. Ability to drive safely, fire equipment in adverse conditions and according to motor vehicles laws. Working knowledge of the routine maintenance of firefighting equipment. Ability to exercise sound judgment in routine and emergency situations. Ability to perform duties in accordance with established fire command and emergency medical procedures / techniques and medical protocols. Ability to communicate firmly and courteously with the public and other agencies. Ability to maintain effective work relationships with other employees and volunteers. Working knowledge of the incident command system. Considerable knowledge of and skill in administering emergency medical procedures and techniques. 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.

Job Description/Duties:
Performs responsible protective service work in providing fire suppression; Performs responsible protective service work in providing emergency medical service. Performs responsible protective service work in operating fire department apparatus in a safe and effective manner. Daily responsibilities for maintenance of equipment and station. Participation in on-going Fire and EMS training. All other duties as assigned by Officer in Charge.

Special Requirements:
Proficiency desired in Typing, Word, Excel and Fire Programs Reporting.

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**Department:** Fire Department  
**Position Title:** Firefighter (Part-time)  
**Salary:** \$11.50/hour  
**Application Close Date:** Open Until Filled

**Minimum Training and Experience Requirements:**  
Minimum of 18 years of age, Graduation from high school or GED.

**Special Requirements:**

NC Certified Level I/II Firefighter (Minimum NFPA 1403 Certified)  
 NC Certified Hazardous Materials Level I  
 NC Certified EMT- Basic or NC Certified Medical Responder  
 NIMS 100,200 and 700  
 Ability to obtain Firefighter I/II certification in 12 months

**Knowledge, Skills, & Abilities:**

Considerable knowledge of the operation of firefighting apparatus. Considerable knowledge of the hazards of firefighting and Ems procedures. Working knowledge of firefighting and Ems procedures. Ability to operate fire pumps and other equipment effectively. Ability to drive safely, fire equipment in adverse conditions and according to motor vehicles laws. Working knowledge of the routine maintenance of firefighting equipment. Ability to exercise sound judgment in routine and emergency situations. Ability to perform duties in accordance with established fire command and emergency medical procedures / techniques and medical protocols. Ability to communicate firmly and courteously with the public and other agencies. Ability to maintain effective work relationships with other employees and volunteers. Working knowledge of the incident command system. Considerable knowledge of and skill in administering emergency medical procedures and techniques. 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.

**Job Description/Duties:**

Performs responsible protective service work in providing fire suppression; Performs responsible protective service work in providing emergency medical service. Daily responsibilities for maintenance of equipment and station. Participation in on-going Fire and EMS training. All other duties as assigned by Officer in Charge.

**Special Requirements:**

Proficiency desired in Typing, Word, Excel and Fire Programs Reporting.

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Department: EMS Department
Position Title: EMT Paramedic I
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: EMS Department**  
**Position Title: Paramedic (Part-time)**  
**Salary: \$15.84/hour**  
**Application 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.

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**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.

*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

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