

Vance County Human Resources
122 Young Street, Ste. B
Henderson, NC 27536

Phone: (252) 738-2017 Fax: (252) 738-2039

Hours: 8:30 A.M. – 5:00 P.M. Monday – Friday

Applications can be downloaded and printed at:

<http://www.vancecosheriff.org/employment.html> (Sheriff's Office and Detention Center)
<http://www.vancecounty.org/departments/human-resources/job-applications/> (All other positions)

Positions Available:

Department	Position Title	Post Date - Close Date
Tourism	Tourism Development Director (NEW)	March 16, 2018 – April 18, 2018
Social Services	Social Worker III (Children's Services) (NEW)	March 16, 2018 – March 30, 2018
Social Services	Social Worker III (Adult Services) (Re-Advertised)	March 16, 2018 – March 30, 2018
Social Services	Social Worker I/A/T Lead (Children's Services)	March 13, 2018 – March 27, 2018
Social Services	Income Maintenance Investigator II	March 13, 2018 – March 27, 2018
Social Services	Income Maintenance Administrator I	March 2, 2018 – March 26, 2018
Fire Department	Fire Engineer	Open Until Filled
EMS Department	Paramedic	Open Until Filled
Detention Center	Detention Officer	Open Until Filled

UPDATED March 16, 2018

Department: Tourism

Position Title: Tourism Development Director **(NEW)**

Salary Range: \$45,264 - \$72,420 (DOQ)

Application Close Date: **April 18, 2018**

Minimum Training and Experience Requirements:

Four year degree from an accredited institution in marketing, communications, public relations, or tourism, or an equivalent combination of education and experience.

Knowledge, Skills, & Abilities:

Vance County is currently seeking a self-motivated, enthusiastic individual to fill the position of Tourism Development Director. Excellent communication skills, management ability, and marketing experience are essential. The candidate should have a proven track record for planning organizing, and marketing special events, attractions, and programs. The ability to work effectively with business leaders, government officials and community groups and volunteers, tourism and state agencies.

Special Requirements:

Proficient in Word, Excel, Charts/Graphs, social media and website maintenance.

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**Department:** Social Services

**Position Title:** Social Worker III (Children's Services) **(NEW)**

**Salary Range:** \$37,956 (DOQ)

**Application Close Date:** **March 30, 2018**

**\*2 positions available**

**Minimum Training and Experience Requirements:**

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and completion of the Child Welfare Collaborative; Bachelor's

degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience.

**Knowledge, Skills, & Abilities:**

Thorough knowledge of social work principles, techniques, and practices, and their application to complex casework, group work, and community problems. Considerable knowledge of a wide range of medical, behavioral, and/or psychosocial problems and their treatment theory. Considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies which govern the program. General knowledge of the methods and principles of casework supervision and training. In certain settings, considerable knowledge of medical terminology, disease processes and their treatment as they relate to decisions regarding clinical interventions and appropriate therapies based on medical or psychological diagnosis. Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client's problems. Ability to supervise, train, or instruct lower-level social workers, students, or interns in the program. Ability to establish and maintain effective working relationships with members of case load and their families, as well as civic, legal, medical, social, and religious organizations. Ability to express ideas clearly and concisely and to plan and execute work effectively.

**Job Description/Duties:**

Employee is responsible for foster care and adoption case management services to families and children in accordance with state and federal standards and laws. Employee may also provide services to adolescents for LINKS and coordinate LINKS services. Intake responsibilities and after-hours on call coverage are additional responsibilities on a rotating basis as well as other duties as assigned.

**Special Requirements:**

Proficiency desired in Typing, Word, and Excel  
Valid driver's license is required.

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Department: Social Services
Position Title: Social Worker III (Adult Services) (Re-Advertised)
Salary Range: \$37,956 (DOQ)
Application Close Date: March 30, 2018
Current Applicants Need Not Re-Apply

Minimum Training and Experience Requirements:

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience

Knowledge, Skills, & Abilities:

Considerable knowledge of a wide range of medical, behavioral, and/or psychosocial problems and their treatment theory. Considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies which govern the program. General knowledge of the methods and principles of casework supervision and training. Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client's problems. Ability to supervise, train, or instruct lower-level social workers, students, or interns. Ability to maintain effective working relationships

with members of case load and their families, as well as civic, legal, medical, social, and religious organizations. Ability to express ideas clearly and concisely and to plan and execute work effectively.

Job Description/Duties:

Responsible for receiving reports of maltreatment of vulnerable adults, evaluating their need for protection and coordinating services. Position locates, coordinates, and monitors the delivery of needed medical and mental health services to adults at risk of institutionalization. Position provides case management to a diverse caseload. Position will rotate with Protective Services, to include on-call after business hours, holidays and weekends.

Special Requirements:

Proficiency desired in Typing, Word, and Computer knowledge.
Must have a valid driver's license.

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**Department: Social Services**

**Position Title: Social Worker IA/T Lead Worker – (Children's Services)**

**Salary Range: \$41,652 (DOQ)**

**Application Close Date: March 27, 2018**

**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.

One year of work experience can be credited for completion of the social work collaborative.

**Knowledge, Skills, and Abilities:**

Thorough knowledge of social work principles, techniques and practices and their applications to complex casework, treatment, and investigation of abuse or neglect of children; thorough knowledge of policies and procedures as evidenced by the ability to cite the authority of federal and state law; thorough knowledge of individual and group behavior, family dynamics, and medical, behavioral and/or psychosocial problems and their treatment theory. Considerable knowledge of governmental and private organizations and resources in the community. Ability to interact and motivate a resistant involuntary client population and the public who may not agree with the laws, rules or policies of the process or the programs; ability to prepare documentation such as written investigative reports for the court, case records and treatment plans; ability to testify as an expert witness; ability to employ advanced case management interview techniques to establish a supportive relationship and involve families in the initial assessment for the need of services; ability to quickly assess the risks and safety of the client environment during daylight hours, after dark and in high crime areas; ability to employ expert negotiation skills in the most complex cases; ability to analyze and assess child development safety issues in relation to risk factors; ability to analyze tense family situations and make decisions about removing children when the decision has to be made with limited direct information and limited access to consultation; ability to communicate effectively and establish supportive client relationships. Ability to perform manual work exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to move objects.

**Job Description/Duties:**

The Lead Worker SW IA/T position is responsible for the investigation/assessment and treatment of children and families based on allegations that are reported to Child Protective Services. The worker is responsible for the development and implementation of intervention plans and safety plans; must be able

to talk directly, simply and precisely to the clients; must be innovative, creative, and flexible in his/her approach with the child; must be able to express self clearly to the court, lawyers, and others. In the absence of, and in conjunction with the Social Work Supervisor, this position is responsible for supervising child protective social workers, monitoring files and accompanying social workers in the field.

**Special Requirements:**

Proficiency desired in Typing, Word, and Computer knowledge. Submit college transcript. Must have valid NC driver's license.

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Department: Social Services
Position Title: Income Maintenance Investigator II
Salary Range: \$31,824-\$32,628 (DOQ)
Application Close Date: March 27, 2018
***Current Applicants Need Not Re-Apply**

Minimum Training and Experience Requirements:

An Associate Degree in Human Services Technology, Social Services Associate, Paralegal Technology, Criminal Justice, Business Administration, Secretarial Science or closely related curriculum and two years of experience as an Income Maintenance Caseworker or Investigator; or, graduation from high school and three years of experience as an Income Maintenance Caseworker or Income Maintenance Investigator; or graduation from high school and two years of investigative experience in credit, legal, or law enforcement work plus eighteen months of experience as an Income Maintenance Caseworker or Income Maintenance Investigator; or an equivalent combination of training and experience.

Knowledge, Skills, & Abilities:

Thorough knowledge of manuals, rules, and procedures used in determining eligibility. Thorough knowledge of investigative procedures and techniques. Thorough knowledge of rules, regulations, policies, and procedures of the judicial system. Good mathematical reasoning and computational skills. Considerable knowledge of agency's organizational rules, policies, and procedures. Ability to recognize, collect, and evaluate evidence to support actions. Ability to communicate effectively with applicants, community agencies, law enforcement agencies, and judiciary personnel to obtain or present pertinent data, and to negotiate agreement and/or cooperation. Ability to maintain effective working relationships with other employees, the general public, and the judicial system. Ability to present information orally or in written form.

Job Description/Duties:

Employees in this class are responsible for working with considerable independence in investigating fraud or alleged fraud cases in the income maintenance program of a County Department of Social Services. Work at this level requires reviewing clients' case files and making decisions as to the appropriate action to take in resolving the case. Employees determine if errors exist and, if so, the cause of the errors. Employees initially evaluate case referrals to determine if the referral is valid and whether a more in-depth review is required. Where the cause of the error indicates potential client fraud, the worker is responsible for investigating the case and determining the appropriate course of action required to resolve the case. Work also involves working with clients to settle cases out of court, representing the agency in negotiating out of court settlements, and developing and working with the prosecutor in presenting the case in court. Performs other duties as assigned.

Special Requirements:

Proficiency desired in Typing, Word, and Computer knowledge.

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**Department: Social Services**  
**Position Title: Income Maintenance Administrator I**  
**Salary Range: \$43,308 (DOQ)**  
**Application Close Date: March 26, 2018**

**Minimum Training and Experience Requirements:**

Two years of supervisory experience, at least one of which must have been in an income maintenance or services program, and preferably with one year of experience in an income maintenance program; or an equivalent combination of training and experience.

**Knowledge, Skills, & Abilities:**

Thorough knowledge of income maintenance programs. Thorough knowledge of the use of the income maintenance manuals and of the forms and documents used in determining eligibility for all program areas. Thorough knowledge of needs, problems, and attitudes of disadvantaged persons. Thorough knowledge of the budgeting and planning process. Considerable knowledge of all agency and community programs and services. Considerable knowledge of needs assessment techniques. Considerable management skills. Ability to communicate effectively orally and in written form. Ability to organize, direct, and plan for income maintenance programs. Ability to maintain a satisfactory working relationship with applicants, other sources contacted within the course of work, the agency director, the public at large, and County officials. Ability to plan and evaluate the services of a comprehensive eligibility program. Ability to represent the eligibility program in departmental meetings and community conferences.

**Job Description/Duties:**

Responsible for the administrative and technical management of the income maintenance programs for the Department of Social Services. The income maintenance programs supervised include Food Stamps and Medicaid. Employees supervise lower level supervisors who have direct responsibility for the day-to-day functions of their program/functional units. Employees are responsible for overall planning and budgeting for the income maintenance programs and are involved with the overall agency planning as members of the management team.

**Special Requirements:**

Proficiency desired in Typing, Word, and Computer knowledge.

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Department: Fire Department
Position Title: Fire Engineer
Salary Range: \$34,752 - \$35,628 (DOQ)
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
- NIMS 100,200 and 700, 800
- NC Class "B" Driver's License VA CDL
- Ability to obtain Fire Instructor Level I and Fire Officer Level I within 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. Performs responsible protective service work in operating fire department apparatus in a safe and effective manner. Fill in as officer on fire apparatus in the event as needed. 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: Paramedic**  
**Salary Range: \$34,752- \$35,628 (DOQ)**  
**Application Close Date: Open Until Filled**

**Minimum Training and Experience Requirements:**

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.

**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:**

Responds 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: Detention Center
Position Title: Detention Officer I
Salary Range: \$29,148 - \$29,880 (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.

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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