



Sarah Tyson  
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## **RECRUITMENT ANNOUNCEMENT**

**POSITION:** Community Social Services Assistant

**GRADE:** 52

**BEGINNING SALARY:** \$27,678.03 Annually

**LOCATION OF POSITION:** Social Services Building, 2793 Caratoke Highway, Currituck, North Carolina 27929

**POSITION AVAILABLE:** June 1, 2018

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** High School Diploma or equivalent and demonstrated possession of knowledge, skills, and abilities gained through at least one year of experience in performing tasks similar to the ones assigned. Knowledge, Skills, and Abilities include basic knowledge of the social, economic, and environmental conditions of clients to be served; working knowledge of basic household tasks and management functions and ability to teach to others; working knowledge of and ability to enlist the aid of available community resources; skill in basic reading, writing, and simple mathematics; ability to establish rapport and relate to population served and a variety of service disciplines (social workers, doctors, teachers) and community businesses; ability to prepare and maintain simple reports of activities; ability to exercise good judgment in appraising situations; ability to verbally communicate findings.

**JOB DESCRIPTION:** Work with the elderly, disabled and/or families with dependent children in local departments of Social Services to provide training the household management, personal care, and community living skills. Work involves: demonstrating, accompanying, and working alongside clients to show them how to manage money, select and prepare nutritious and inexpensive meals, care for the family and/or the family's personal health and cleanliness; discussing basic child reading practices and discipline techniques; taking clients to medical, social, and educational resources to assure they receive services; assist them occasionally in locating housing or job placements and working out details of furnishings, transportation, or day care as needed; occasionally leading recreational activities, may conduct group classes in sewing, cooking, etc. when several clients are identified with similar needs. Physical requirements include walking, fingering, grasping, talking, hearing. This position requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**SPECIAL JOB REQUIREMENT:** Must have valid North Carolina Driver License. Employment drug test, driver's history screen and criminal background check required of finalist applicant(s).

**RECRUITMENT PERIOD:** April 26, 2018 until filled.

**HOW TO APPLY:** Currituck County application required and can be accessed under "Quick Links" at [www.currituckgovernment.com](http://www.currituckgovernment.com).

**WHERE TO APPLY:** Currituck County Human Resources 153 Courthouse Rd. #103 Currituck, North Carolina 27929 [www.currituckgovernment.com](http://www.currituckgovernment.com) or Department of Commerce 422 McArthur Drive. Elizabeth City, North Carolina 27909 Job Number: NC 10857733

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