



Martin County Department of Social Services
Post Office Box 809
Williamston, North Carolina 27892
(252) 789-4400 – Office (252) 789-4409 – Fax

JOB ORDER

DATE: APRIL 30, 2018

POSITION AVAILABLE: SOCIAL WORKER II – COMMUNITY ALTERNATIVE PROGRAM WORKER (CAP-DA)

SALARY GRADE: 67

BEGINNING SALARY: \$34,217-\$50,511 (FOR A FULLY QUALIFIED APPLICANT)

TYPE OF POSITION: PERMANENT /FULL TIME

HOURS OR WORK: 8:00 A.M.-5:00 P.M. AND ON CALL AS SCHEDULED

DUTIES AND RESPONSIBILITIES:

The Adult Services Unit's responsibility is to provide protective services to vulnerable adults who allegedly has been abused, neglected or exploited; to locate, coordinate, and monitor appropriate services, and to provide preventive and supportive services to indigent adults and their families to enable them to function effectively, efficiently and independently in their environment. The services provided are mandated by the federal, state and local government; and supported by the NC General Statutes.

This position is vital as it provides beneficiaries, who need nursing home level of care but for whom care can be provided cost-effectively and safely in the home, the opportunity to remain in their own home through home and community based services and the provision of case management supports.

The primary purpose of this position is to arrange for, and supervise, the provision of in-home services to disabled adults, children, and aged adults under the Community Alternatives Program Disabled Adults (CAP-DA) and Community Alternatives Program (CAP/C) in order to provide an alternative to out-of-home placement in skilled or intermediate care facilities. CAP is a special Medicaid program that provides an alternative to institutional placement, allowing an individual to remain in the community, when non-institutional community services are feasible, cost effective and preferred by the individual. The program provides for an array of services including in-home aides, medical equipment, supplies, therapy, and home mobility aides, as determined necessary to remain at home. May be responsible for back up for CAP billing in the NCTRACKS automated system.

Work in this position involves evaluating the client's situation and his/her ability to cope. To develop a social history, complete psychological assessments, service plan's and follow up. This position will work with the Community Alternatives Program (CAP). Employee is on call as scheduled. This position will also be responsible for the coordination and review of Medicaid Transportation and works closely with Martin County Transit to schedule medical appointment transports.

This position is mandatory to work in an emergency shelter in the event of a natural or man-made disaster. This position is required to be on-call for one week, every 4 weeks or more often as vacancies, and/or absences dictate this necessity, 24/7 (nights and weekends) to respond to after-hours adult and protective services reports. Position requires computer proficiency, a valid NC Driver's License and a car for use at work with valid insurance.

This position is classified as FLSA non-exempt.

KNOWLEDGE, SKILLS, AND ABILITIES:

Through 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 psychosocial problems and their treatment. Considerable knowledge of governmental and private organizations and community resources. Considerable knowledge of the laws, regulations and policies which govern the program. Considerable knowledge of family and group dynamics and a range of intervention techniques. Ability to establish rapport with a client; 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.

MINIMUM TRAINING AND EXPERIENCE:

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

Bilingual in English and Spanish a plus.

SPECIAL REQUIREMENTS:

Must live within one hour's drive to the office; must possess and maintain a valid North Carolina driver's license; must have access to a vehicle. Must submit an official college transcript. A work against candidate will be considered.

HOW TO APPLY: Anyone interested in applying for this position must submit a typed NC State Application (PD-107) <https://oshr.nc.gov/documents/nc-state-government-application-employment-pd-107> including a complete job history to Martin County Department of Social Services @ 305 E. Main Street / Post Office Box 809, Williamston, NC 27892. Official transcript is required with application. These applications may be submitted via mail or in person. Individuals interested that are out of the area can submit a completed application via fax at: (252) 789-4409, Attn: Letecia Loadholt. ALL ORIGINALS MUST BE MAILED.

CLOSING DATE: MAY 14, 2018 AT 5:00 P.M.

MARTIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER