

**THE SURRY COUNTY DEPARTMENT OF SOCIAL SERVICES  
DOBSON, NORTH CAROLINA 27017**

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DIRECTOR

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**RECRUITMENT ANNOUNCEMENT**

**POSTING DATE:** November 15, 2021

**POSITION:** COMMUNITY SOCIAL SERVICES ASSISTANT

**JOB DESCRIPTION:** This position works with both children and adults who are receiving Social Work Services. This position is essential in working with Adults receiving case management services to ensure that Level 1 In-Home Aide Services are provided in coordination with the Social Worker. This position also works with children and their families to meet goals as determined by the Social Worker and the Courts to achieve safety, permanence, and well-being for the children being served. This position supports the Adult and Child appointments, behavioral services appointments, grocery shopping, bill paying, school, visitation, in Foster Care and adults for which the agency provides case management. The position must use considerable judgement regarding consultation with Social Work Staff, must provide written documentation of observations of direct client contacts, and be able to update service plans and clearly communicate concerns and needs with staff. The hours are variable, Monday-Friday 8am – 8pm to meet the needs of the agency, so there must be flexibility in scheduling.

**JOB REQUIREMENTS:** Knowledges, Skills and Abilities – 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) and community businesses; ability to prepare and maintain simple reports of activities; ability to exercise good judgement in appraising situations; ability to verbally communicate findings. Valid NC Driver’s License

**MINIMUM TRAINING AND EXPERIENCE:** Demonstrated possession of knowledges, skills and abilities gained through at least one year of experience in performing tasks similar to the ones assigned.

**HIRING RATE:** Grade 54 \$21,456

**POSITION AVAILABLE:** December 1, 2021

**APPLICATION DEADLINE:** November 30, 2021

**APPLICATION PROCESS:** Applications will be taken at NC Works Career Center, 541 West Pine Street, Mount Airy, NC (phone 336-786-4169), by calling the Surry County Human Resources Office at 336-401-8221 or by going online to the Surry County HR job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us. A complete list of duties and analysis of physical demands is available for review.

**SURRY COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT  
DISCRIMINATE BECAUSE OF AGE, SEX, RACE, COLOR, CREED, RELIGION, NATIONAL  
ORIGIN, OR DISABLING CONDITION.**

**SURRY COUNTY IS A DRUG FREE WORK PLACE**

**ALL PROSPECTIVE EMPLOYEES MUST SUCCESSFULLY PASS DRUG SCREENING  
AND CRIMINAL BACKGROUND CHECKS AS A CONDITION OF EMPLOYMENT**