



Martin County Department of Social Services
PO Box 809
Williamston, NC 27892
252-789-4400

DATE: March 8, 2024

MARTIN COUNTY DEPARTMENT OF SOCIAL SERVICES

**POSITION AVAILABLE: SOCIAL WORK SUPERVISOR III,
INVESTIGATIONS**

SALARY GRADE: 73

SALARY: \$48,097.00

TYPE OF POSITION: PERMANENT /FULL TIME

HOURS OR WORK: 8:00 A.M.-5:00 P.M.

DUTIES AND RESPONSIBILITIES:

Work in this position includes the supervision of four Social Work III/IAT positions in the Child Protective Services Investigation unit. This position assures that services provided are in accordance with programmatic policies of the federal, state, and county governments, as well as the policies approved by the county board of social services.

Employee may be called upon in case of a disaster, either man-made or natural, to serve the citizens of Martin County in ways other than listed above. These other duties will take precedence over duties described in this job announcement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable 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. Skill in supervising, training, or orienting lower-level social workers, students, interns, or other staff. Ability to express ideas clearly and concisely and to plan and execute work effectively.

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 and completion of the Child Welfare Collaborative (Child Welfare positions only); Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in counseling in a human services field and one year of social work or counseling; Bachelor's degree in a human services field from a 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.

Bilingual in English and Spanish a plus.

BENEFITS:

1. Paid Health Insurance
2. Paid Dental Insurance
3. Paid Life Insurance
4. Paid 12.92% for Retirement
5. 5% 401-K Contribution
6. Pay 2.3 Weeks of Vacation per year
7. Pay 2.4 Weeks of Sick per year
8. Pay 11 days of Holiday per year

OTHER EMPLOYMENT 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.

All successful candidates will be subject to a drug test and criminal background check. All interview appointments will be made by the Department of Social Services.

TO APPLY:

Any internal applicant applying for this position must submit a **TYPED** NC State Application (PD-107) from <https://oshr.nc.gov/documents/nc-state-government-application-employment-pd-107> including a complete job history to:

Martin County Department of Social Services
Attn: Barbie Casper
305 East Main Street
PO Box 809
Williamston, NC 27932

An official college transcript is required with application. Unsigned applications will not be reviewed. These applications may be submitted via mail or in person. Attn: Barbie Casper.

ALL ORIGINALS MUST BE MAILED.

CLOSING DATE: until filled

MARTIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER