



**DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 2429 • Fayetteville, North Carolina 28302-2429  
(910) 323-1540 • FAX (910) 677-2232

**NOTICE OF VACANCY  
(REPOSTING)  
July 22, 2010**

**POSITION #: 151-40-156**

**CLOSING DATE: OPEN UNTIL FILLED**

**TYPE OF VACANCY: SOCIAL WORKER III (CHILDREN'S SERVICES TRAINER)**

**SALARY GRADE: 69**

**ANNUAL SALARY: \$40,524**

**CONDITIONS OF EMPLOYMENT:** (The selected applicant will be subject to the following conditions prior to appointment). Failure to complete or fulfill these conditions may result in dismissal. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be a basis for withdrawal of the conditional employment offer. Law enforcement background check is required. Has or is able to obtain a valid North Carolina Drivers License.

**PREFERRED EDUCATION& EXPERIENCE REQUIRED:** Master's degree from an accredited school of social work and four years of social work experience in Child Welfare (Investigations, Treatment, and or Placement), including two years of administrative, supervisory or formal instructional experience; or graduation from a four-year college or university with a major in social welfare, nine months of graduate training in an accredited school of social work and four yours of social work experience in Child Welfare (Investigations, Treatment, and or Placement), including two years of administrative, supervisory, or formal instructional experience; or graduation from a four-year college or university with a major in social welfare and five years of social work experience in Child Welfare (Investigations, Treatment, and or Placement), including two years of administrative, supervisory, or formal instructional experience; or graduation from a four year college or university, preferably with a major in sociology or psychology, six years of social work experience in Child Welfare (Investigations, Treatment, and or Placement), including two years of administrative, supervisory or formal instructional experience.

**MINIMUM EDUCATION & EXPERIENCE:** Master's degree from an accredited school of social work; OR bachelor's degree from an accredited school of social work and one year of directly related experience; OR a Master's degree in a therapeutic counseling field and one year of directly related experience; OR a four-year degree in a human services field and two years of directly related experience; OR graduation from a four-year college or university and three years of directly related experience; OR an equivalent combination of training and experience. **Directly Related Experience is defined as Human Services experience in the areas of case management, assessment and referral, supportive counseling, intervention, psycho-social therapy and treatment planning.**

**KNOWLEDGE, SKILLS, AND ABILITIES:** This employee must have in-depth knowledge of facilitative techniques, training needs assessment methodology, information delivery techniques (training), and long range planning  
*...partnering with families and the neighborhoods where they live to plan and provide early help to vulnerable families...*

techniques. Employee must possess above average verbal and written communication skills and the ability to interact with all levels of this organization. This employee must have thorough knowledge of social work and community problems. This position must have considerable knowledge of educational and training methods and resources in the field of social work; considerable knowledge of available public and private resources and their use in casework and social services administration; considerable knowledge of the methods and principles of casework supervision and training. This position must be skilled in conducting conferences, leading discussions and instructing training classes. This employee must have the ability to establish and maintain cooperative work relationships with the public and with federal, state, and county personnel; the ability to express oneself clearly and effectively in an oral and written form and to plan and execute work effectively.

**DUTIES:** The primary purpose of this position is to be responsible for the consultative and administrative work in directing the training and staff development activities for social work staff for the Cumberland County Department of Social Services. This position is responsible for planning, organizing and supervising a program of in-service training for all social work staff. The position must be able to identify needs develop programs and offer training to professional social worker staff, thus enabling them to carry out the responsibilities of the position.

Studies and determines training needs of professional staff; plans and formulates training activities and materials. Plans and presents orientation programs for new social work members. Plans and coordinates developmental institutes, annual workshops and related meetings as required. Develops programs and support opportunities to impact on and reduce worker burn out and job related stress.

Trains Social Work staff on various social work and other related topics in Child Protective Services, Work-First and Day Care areas as needs are identified by the Services Director, Assistant Director or Director for the agency. Conducts State mandated classroom training for such programs as Child Protective Services, Foster Care, and Adoptions. Conducts one-on-one training with professional social work staff who demonstrates work performance deficiencies and requested by the Service Director. This employee will advise individual employees on training needs, of available educational or training resources, and means of utilizing such resources; assists in planning programs or educational grants. This position will work with other social service agencies and educational institutions in coordinating training activities, or conducting outreach initiatives; works directly with social work line supervisors to provide feedback as to on-going in-services training needs and follow-up needed. Aids and prepares individual Social Work Supervisors on methods for offering on going instruction as part of unit meetings and individual worker conferences. However, other contained herein shall be deemed to limit the duties of the position to the examples contained herein, and it expressly understood that the duties of this position may include other related duties not described, herein.

Position incumbent is required to be completely accurate in all phases work performed. This position is responsible for developmental needs, assessment, training design and development and delivery. The employee is expected to perform a large portion of assigned duties independently; written and verbal instructions and guidance are provided by position supervisor and the Services Director; programmatic updates are provided by Federal and State agencies as they occur.

This employee uses Federal and State Department of Human Resources (DHR) regulations and policy guidance in addition to memorandums and messages from State and/or Regional Offices. This employee must be knowledgeable of current assessment, design development, delivery and training methods. Additionally, this employee must be familiar with strategic planning and goal setting methodologies. Employee must meet certification requirements to be able to train on some topics. This employee is expected to function semi-independently in this position. The employee's supervisor is available as required. This position supervisor will jointly prepare performance work plans and set objectives with this employee. The position supervisor works closely with the Services Director.

This employee is in contact with the Regional and State DHR offices concerning programmatic issues and trends. The employee will develop a networking process with other county agencies in order to develop a combined effort to enhance service delivery to the citizens of Cumberland County and staff development efforts. Good working relationships with State trainers and surrounding educational institutions are necessary.

The position is responsible for the training and development of social work staff. Employee works semi-independently under the general supervision of the Children's Services Section

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**APPLICATION:** All interested **agency employees** should contact **Wanda Nelson, Ext. 2595, or via e-mail at [wandanelson@ccdssnc.com](mailto:wandanelson@ccdssnc.com), or Candace Tyler, Ext. 2604, or via e-mail at [candacetyler@ccdssnc.com](mailto:candacetyler@ccdssnc.com).** All other applicants should mail a State Application (PD 107) along with college transcripts to Cumberland County Department of Social Services, P.O. Box 2429, Fayetteville, NC 28302.

*Applications can be downloaded at  
[http://www.co.cumberland.nc.us/human\\_resources/job\\_vacancies/dss.aspx](http://www.co.cumberland.nc.us/human_resources/job_vacancies/dss.aspx)  
and can be located on the 1<sup>st</sup> floor of our agency.*

**FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE**

**ALL APPLICANTS WILL BE CONSIDERED, BUT NOT NECESSARILY INTERVIEWED. APPOINTMENT TO POSITIONS WITHIN THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES SHALL BE MADE WITHOUT REGARD TO RACE, SEX, AGE, RELIGIOUS PREFERENCE, POLITICAL AFFILIATION, OR HANDICAPPING CONDITION.**

**THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.**

**AN EQUAL OPPORTUNITY EMPLOYER**

**PLEASE INDICATE THE POSITION NUMBER(S) WHEN APPLYING**