



DEPARTMENT OF SOCIAL SERVICES
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429
(910) 323-1540 • Fax (910) 677-2232

NOTICE OF VACANCY

May 26, 2010

POSITION #: 151-53-001

CLOSING DATE: JUNE 4, 2010

**TYPE OF VACANCY: HUMAN RESOURCE AIDE, Adult Services Section,
Transportation Unit**

SALARY GRADE: 52

ANNUAL SALARY: \$18,784

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 withdrawal of the conditional employment offer. 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. Criminal background check required. **Has or is able to obtain a valid North Carolina Drivers License.**

PREFERRED EDUCATION & EXPERIENCE: Graduation from High School or equivalent and possession of knowledge, skills, and abilities gained through at least one year of experience in performing tasks similar to the ones assigned.

SPECIAL KNOWLEDGES, SKILLS, AND ABILITIES: Basic knowledge of the social, economic, and environmental conditions of clients to be served; 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; and ability to verbally communicate findings.

MINIMUM TRAINING AND EXPERIENCE: Demonstrated possession of abilities listed above.

DUTIES: This Human Resource Aide provides transportation for customers to and from medical appointments in Cumberland County as well as surrounding counties. Duties of this position involve operating their privately-owned or county assigned vehicle in accordance with written instructions detailing procedures for

....partnering with families and the neighborhoods where they live to plan and provide early help to vulnerable families....

picking up customers, transporting them to their destinations, and dealing with medical providers around issues such as return appointments, interpreting medical instructions, and specific customer disabilities. Foster care related transportation including court related parental visitation, counseling and medical appointments both in and out of county will also be required for this employee.

This worker must be knowledgeable about traffic regulations, seat belt legislation and installation, transfer techniques for persons with ambulatory difficulties, and agency policies governing direct service provision. This worker will also serve as a substitute driver to transport customers to medical clinics and hospitals in the Chapel Hill, Durham and Raleigh areas in a lift van. In-county travel is usually during the hours between 7:00 am - 6:00 pm. Out-of-town trips usually begin at 6:00 am and may end as late as 9:00 or 10:00 pm. Applicant must be able to drive during night hours.

Other duties include completing reports such as Day Sheets, timesheets, incident reports and conferences with supervisor as well as any social work or medical staff.

APPLICATION: All agency employees should contact CANDACE TYLER, at Ext. 2604, or candacetyler@ccdssnc.com. All other applicants should mail a State Application (PD 107) with attached *applicable transcripts from an appropriately accredited college or university* to Cumberland County Department of Social Services, P. O. Box 2429, Fayetteville, NC 28302. **Applications must be received in this office by 5:00 PM (or if mailed, post marked) on the application closing date listed on this announcement.** *All applicants will be considered, but not necessarily interviewed.*

FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.

Appointment to position 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.

CCDSS IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE INDICATE THE POSITION NUMBER(S) WHEN APPLYING.