



**DEPARTMENT OF SOCIAL SERVICES**

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

**NOTICE OF VACANCY**

**March 4, 2010**

**POSITION: 151-53-252 & 151-53-257      Closing Date: March 15, 2010**

**TYPE OF VACANCY: COTTAGE PARENT I (PART-TIME), GROUP HOMES**

**SALARY GRADE: 54**

**SALARY: \$9.86 per hour**

**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:** High School diploma and two years of higher education or experience working with emotionally or mentally handicapped clients with emphasis on behavioral management

**MINIMUM EDUCATION & EXPERIENCE REQUIRED:** Graduation from high school; or equivalent combination of training and experience.

**DUTIES:** The Cottage Parent I is responsible for the operation of the group home during the absence of primary staff or to provide additional coverage on an "as needed" basis. The duties include assuring the health, safety and well being of the youth residing in the home. This person would carry out specific instructions in regard to the treatment model utilized in the home. This person monitors and is responsible for the youth residing in the home and teaching the youth self-help skills such as dealing with inappropriate behaviors, i.e., anger management, communicate, negotiating, peer pressure, etc. This person would carry out plans and participate in recreational activities with the youth.

The person would comply with Group Home Supervisor's requests for specific information needed for reports and records required, complies with all licensing requirements for the home including cleanliness of the home, fire and safety standards, etc. Organizes and operates the home to include

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

planning and purchasing food and supplies needed as instructed, but must maintain expenditures within the allotted amount. Performs other related duties as required.

**APPLICATION:** All interested **agency employees** should contact **Wanda Nelson, Ext. 2595, or via E-mail at [pr1@ccdssnc.com](mailto:pr1@ccdssnc.com), by the closing date listed on this announcement.** All other applicants should mail a State Application (PD 107) to Cumberland County Department of Social Services, P.O. Box 2429, Fayetteville, NC 28302. **Applications must be received in this office by 5:00 p.m. (or if mailed, postmarked) on the application closing date listed on this announcement.**

All applicants will be considered, but not necessarily interviewed. 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.

## **FAXED AND EMAILED 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**