

**SOCIAL WORKER III**  
**(Permanency Planning-Adoption/Licensing)**  
**(Grade 69/Salary Range \$ 47,344 – \$ 71,698)**

**AN EQUAL OPPORTUNITY EMPLOYER**

**Location: Perquimans County Department of Social Services**  
**Hertford, North Carolina**

**All applicants must complete a state application (PD-107) <https://oshr.nc.gov/nc-state-government-paper-application-employment-pd-107> & Submit by email to: [ajordan@perqdss.net](mailto:ajordan@perqdss.net) or by mail to:**

**Perquimans County Department of Social Services**

**P.O. Box 107, Hertford, NC 27944 - or-**

**in person at: 103 Charles St., Hertford, NC 27944**

**CLOSING DATE FOR RECEIPT OF APPLICATION: OPEN UNTIL FILLED**

**Description of Work:** This position will perform duties to include working with children to locate an adoptive home, working with children to address well-being needs, permanency, placement, and court involvement and respond to crisis situations with foster families by providing telephone consultation and home visits to support stability of the placement. This position will complete adoption forms and submit them to the Clerk of Court. This position will be responsible for recruiting, screening, training, and managing licensed foster, kinship, and adoptive families. This position will conduct face-to-face supervised visits between children in Social Services Custody and the parents/caretakers from whom they were removed. This position will ensure the safety of the children whether in the office or in the community while visiting. This position will give guidance when needed to ensure visits are productive and positive. This worker will consult with and conduct visits along with the Guardian Ad Litem assigned to the case. The worker will document the visits and report to the Supervisor and the Court system. This position, after the proper training, will complete intake for reports involving allegations of abuse or neglect for children and adults. This position will conduct thorough and detailed assessments/investigations using professional social work skills, insight, reasoning abilities, knowledge, and training to minimize the risk of, and ensure the overall safety to children. This Social Worker will be required to perform on-call rotation for receiving after-hour reports of abuse and neglect of children or adults. This position will conduct required interviews with clients, relatives, collaterals and others to obtain information to be incorporated into a social history, which will aid in planning for required services or programs. Social Worker will explain and interpret state and agency policy and procedures and/or make referrals for services. Social Worker will conduct required face-to-face visits that will satisfy protective services requirements and complete documentation on required forms. Social Worker will learn the NC Fast system and Childcare policies to serve as backup to perform the required duties of the Childcare Program. Social Worker will learn policies and procedures to serve as back up to perform the duties related to Permanency Planning, to include LINKS and Life Books. This position will assist with transporting children in Social Services' Custody, Adult Wards, and Representative Payee clients to required appointments, including but not limited to, medical, mental health, school, grocery shopping or other appointments as required. This position will conduct requested courtesy visits from other North Carolina Social Services agencies, Interstate Compact on the Placement of Children, or other entities. Employee may be called upon in times of disaster, either natural or manmade, to staff an evacuation shelter or handle other assigned duties. This is a requirement of the position and failure to serve may result in adverse action. Worker performs other duties as requested by the Social Services Director or designee.

**Knowledge, Skills, and Abilities:** Thorough knowledge of social work principles, techniques, and practices and their application to complex casework, group work and community problems. Considerable knowledge of a wide range of medical, behavioral, and psychosocial problems and their treatment. Considerable knowledge of family and group dynamics and a range of intervention techniques. Considerable knowledge of governmental and private organizations and community resources. Considerable knowledge of the laws, regulations and policies which govern the programs. General knowledge of the methods and principles of casework supervision and training. Ability to establish and maintain effective working relationships with members of the caseload and their families as well as civic, legal, medical, social, and religious organizations. Ability to express ideas clearly and concisely and to plan and execute work effectively.

**Minimum Training and Experience Requirements:** 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 a human services field and one year of directly related experience; Bachelor's degree in a human services field from an 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.