



BERTIE COUNTY
Department of Social Services
PO Box 627
110 Jasper Bazemore Ave.
WINDSOR, NORTH CAROLINA 27983

TELEPHONE
252-794-5320

DIRECTOR
Daphine Little

POSITION ANNOUNCEMENT

Social Worker III – Adult Home Specialist

POSTING DATE: July 22, 2025
CLOSING DATE: Open Until Filled
CLASSIFICATION: Social Worker III – Adult Home Specialist
SALARY GRADE: 69
SALARY RANGE: \$40,335.92 - \$62,521.07 and a \$1,200.00 on-call stipend

****DUE TO DILIGENT RECRUITMENT EFFORTS**:** \$45,119.13 is the Hiring Salary for Fully Qualified Candidates

APPLICATION CRITERIA: Submit a completed State of North Carolina Application Form (PD-107), with an official college transcript (if applicable) no later than 5:00 pm on the closing date to: Bertie County DSS Attn: Melissa Surgeon PO Box 627 Windsor, NC 27983, Bertie County Human Resources Attn: Nicole Boone PO Box 530 Windsor, NC 27983, any NC Works Office or at Martin Community College-Bertie Campus 409 Granville Street, Windsor, NC 27983. The contact number is 252-794-4861, ext.175. Resumes in lieu of a completed PD-107 are not acceptable. Late, incomplete and/or unsigned applications will not be considered. A current, valid NC driver's license is required.

MINIMUM EDUCATION AND EXPERIENCE:

Master's degree from an accredited school of social work; or a Master's degree in counseling or human services field and one year of directly-related experience; or a Bachelor's degree from an accredited school of social work; or a Bachelor's degree from an accredited school of social work and one year of directly-related experience; or a Bachelor's degree in a human services field from an accredited college/university and two years of directly-related experience; or a Bachelor's degree from an accredited college/university and three years of directly-related experience.

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/or psychosocial problems and their treatment theory.

Considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies which govern the program.

General knowledge of the methods and principles of casework supervision and training. In certain settings, considerable knowledge of medical terminology, disease processes and their treatment as they relate to decisions regarding clinical interventions and appropriate therapies based on medical or psychological diagnosis.

Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client's problems. Ability to supervise, train, or instruct lower-level social workers, students, or interns in the program.

Ability to establish and maintain effective working relationships with members of case load 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. Ability to perform manual work exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to move objects.

DESCRIPTION OF WORK AND EXAMPLES OF DUTIES PERFORMED:

The primary purpose of this position is to ensure that needs of residents of Adult Care Homes (rest homes/assisted living) within the county are being met, ensuring their safety, and ensuring that their rights are not being violated. These facilities are licensed by the state Division of Health Service Regulation (DHSR) and must comply with Federal and State guidelines.

The worker in this position will monitor, investigate complaints, provide assistance to facilities, and accompany the State inspection teams for annual surveys.

Monitoring of the facilities are done at least quarterly to ensure compliance with the guidelines. Major areas monitored are: Resident's Rights, staffing/supervision, food service, medication management, health care, and personal care. If there are any problems identified during the routine monitoring of the facility, the Adult Home Specialist is responsible to assure that the problem is corrected.

The Adult Home Specialist **investigates complaints** of Adult Care Homes concerning general conditions or violations of rules. If concerns or issues are identified, will work with the facility to address and correct those areas and provide assistance to the facility when violations of licensure rules are found and corrective action is needed. Worker also investigates reports of unlicensed facilities in the county.

The worker in this position **assists** the State with the initial and renewal licensure process; provides consultation and technical assistance to facility administrators for initial licensure, compliance with licensure rules, and renewal of licenses, as well as assists the State with completing an annual comprehensive evaluation of all licensure areas. The worker in this position also serves as back-up for Guardianship.

This position requires precise comprehension and implementation of policy guidelines. Additionally, documentation and verbal accounts of cases must be extremely accurate. Effective communication, verbally and in writing, with medical personnel, law enforcement, family members, state and governmental personnel and other agencies is a requirement for this position.

Employee serves ON CALL DUTY after hours, nights, weekends and holidays as scheduled, for referrals for protective services for adults after regular working hours.

The employee is required to adhere to the laws of Confidentiality. Responsible for any other duties assigned by the supervisor or director.

PREFERENCES:

- Computer knowledge and experience with personal computers and various computer software programs, such as MS Word, MS Excel, Web-based programs, etc.
- Organizational skills
- Ability to prioritize
- Ability to make decisions
- General knowledge of office practices and procedures
- Ability to type quickly and accurately
- Ability to communicate effectively in person and by telephone

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Bertie County. This service, if required will take precedence over duties described in this position vacancy announcement.

A Criminal Background Check will be required before any offer of employment