

Bladen County Health & Human Services

Bladen County Health Department
PO Box 189, 300 Mercer Mill Road
Elizabethtown, NC 28337



Dr. Teresa Duncan, DNP, RN-C, Health Director
910-862-6900 Phone
910-862-6859 Fax

June 29, 2020

RECRUITMENT ANNOUNCEMENT

POSITION: Social Worker II – Communities Alternative Program (CAP)

STATUS: Full Time

RECRUITMENT STANDARDS:

An employee in this classification provides professional social work services to Health Department clients in the Community Alternatives Program (CAP). Work is performed under general supervision and is evaluated on the basis of knowledge and demonstrated proficiencies, compliance with legal requirements and standards, and other performance criteria.

WORK EXPERIENCE REQUIREMENTS:

Reviews patient charts and interviews patients to determine needs; determines eligibility for CAP services; completes required forms; verifies Medicaid eligibility; establishes and maintains accurate and complete client records. Performs general administrative/office work as required, including attending meetings, preparing reports and correspondence, entering and retrieving computer data, sending and receiving faxes, copying and filing documents, reviewing correspondence, answering the telephone, etc. Conducts home visits to monitor progress and ensure clients are receiving necessary assistance. Reviews billings for CAP office; monitors care costs and makes changes in care plan as necessary to ensure compliance with cost limitations. Refers patients to other department divisions and outside agencies for services as appropriate; assists clients in accessing needed services.

EDUCATION REQUIREMENTS:

Bachelor's Degree in Social Work from an accredited School of Social Work in an accredited college or university; or Bachelor's Degree from an accredited college or university in a human service field and one year of human services experience in the areas of case management, assessment and referral, supportive counseling, intervention, psycho-social therapy and treatment planning; or a Bachelor's Degree from an accredited college or university and two years of human services experience in the areas of case management, assessment and referral, supportive counseling, intervention, psycho-social therapy and treatment planning; or an equivalent combination of training and experience. Half credit will be given for years of experience in Income Maintenance Casework up to a maximum of one year.

SALARY: \$ 39,406.00

GRADE: 27A

APPLICATION PROCESS:

Bladen County Employment Application and all Official Transcripts must be submitted to NC Works Career Center – Employment Security Commission, 401 Mercer Mill Road, Elizabethtown, NC 28337.

Applications for this position will be accepted until filled.

In compliance with the Immigration Reform and Control Act of 1986, Bladen County will employ only those individuals who are U.S. Citizens or legal aliens authorized to maintain employment in the United States.

BLADEN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER