

**STOKES COUNTY DSS
POSITION ANNOUNCEMENT
Effective Immediately**

TITLE: FOSTER CARE RECRUITER/ASSISTANT TO FOSTER HOME LICENSING DEPARTMENT
Contract Position (up to 29 hours per week)

LOCATION: Department of Social Services, Danbury, NC

SALARY RANGE: \$15.00-\$20.00/hour (depending upon qualifications)

CLOSING DATE: Open until Filled (N.C. State Application PD-107 must be submitted by 5:00 pm)

GENERAL DESCRIPTION: The Recruiter/Assistant is responsible for assisting the Foster Care Licensing Social Worker recruit foster families for Stokes County. The Recruiter/Assistant is responsible for developing business relationships within the local community and setting up recruitment events within these communities. The Recruiter/Assistant also follows up with these businesses and/or inquiries of potential foster families. The Recruiter/Assistant will assist with getting information put on social media or other media sources/websites/etc. The Recruiter/Assistant works hand in hand with the Foster Care Licensing Social Worker on making events happen for current and future foster families as well as any other duties that the Foster Care Licensing Social Worker needs assistance with. Other duties may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: Strong customer service skills with the innate ability to recognize one's customer and respond accordingly. Ability to empathize with the situations of others in a compassionate and gentle manner. Ability to establish and nurture trusting and supportive relationships. Ability to communicate effectively with a diverse group of people, in varying settings and often during challenging life circumstances. Strong attention to detail. Strong writing, grammatical and punctuation skills. Ability to effectively prioritize and shift gears when necessary to meet changing circumstances. Excellent time management skills with the ability to manage multiple responsibilities. Skilled with public speaking and presentations.

EXPERIENCE AND TRAINING: Prefer a Bachelor's degree in Human Services or related field but not required. Demonstrated possession of knowledges, skills, and abilities gained through at least one year of experience in performing tasks similar to the ones assigned. Valid North Carolina drivers license with clean driving record.

APPLICATION PROCESS: All applicants must complete a State Application Form (PD-107). Applications are available from the Department of Social Services and on the Stokes County Website.

CONTACT: If you are interested in this position and feel that you meet all of the qualifications for the position, please contact:

Ms. Angela Easter
Stokes County Department of Social Services
PO Box 30
Danbury, NC 27016
Telephone: 336-593-2861, ext. 2430

IMPORTANT NOTE: Applicants must be willing to supply an official transcript of any college work. Degrees must be from appropriately accredited institutions. All employees are required to take a physical exam including a urinalysis.

Special Notification: Stokes County will complete background investigations on applicants that shall include, at a minimum, an identify verification, a sex offender registry check, and a criminal record check. In addition, a credit check, educational verification check, and/or driving record history may be required depending upon position applied for.

"STOKES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER"