

**STOKES COUNTY DSS  
POSITION ANNOUNCEMENT  
Effective 4/15/24**

**TITLE:** COMMUNITY SOCIAL SERVICES ASSISTANT

**LOCATION:** Department of Social Services, Danbury, NC

**SALARY RANGE:** \$25,523.24 - \$40,837.19 (depending upon qualifications)

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

**GENERAL DESCRIPTION:** The primary purpose of this position will be to work with the Children's Service Unit. This position will provide transportation for foster children to visit with parents; taking clients to medical appointments, and other appointments as deemed appropriate. Duties include, but are not limited to, supervising visits between parent and child and assisting clients with other tasks as approved by social workers. This position also assists staff in maintaining records, forms, reporting requirements and other documentation. This position is expected to serve as a support to social workers. This position shall include other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Basic knowledge of the social, economic, and environmental conditions of clients to be served; working knowledge of basic household tasks and management functions and ability to teach to others these tasks; working knowledge of and ability to enlist the aid of available community resources; skill in basic reading, writing, and simple mathematics; ability to establish rapport and relate to population served and a variety of service disciplines (social workers, doctors, teachers) and community businesses; ability to prepare and maintain simple reports of activities; ability to exercise good judgment in appraising situations; ability to verbally communicate findings. Ability to perform duties in a stressful work environment.

**EXPERIENCE AND TRAINING:** Completion of high school. 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 no infractions for the past five years.

**APPLICATION PROCESS:** Rating of Training and Experience. 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 (<http://www.co.stokes.nc.us/>)

**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

**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. Employees may be called upon in case of disaster, either natural or manmade, or to stay with children or adults while waiting for placement to be found. This service, if required, will take precedence over duties described in this position vacancy announcement.

**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"**