



## Employment Opportunity

Please post in a location accessible to all employees

- Position:** **Community Social Services Assistant**  
Permanent, Full-Time
- Department:** Department of Social Services
- Description of Duties & Responsibilities:** Duties would include providing care and supervision for foster children during visits with their parents and transporting foster children for a variety of purposes such as visits with family, medical appointments, counseling, education, or training.
- Education & Experience Requirements:** Candidates for this position should be highly dependable, enjoy spending time with children, adaptable, able to lift children and car seats, interact well with children, have completed high school and have a valid NC driver's license with a good driving record. The individual is required to possess demonstrated knowledge, skills and abilities gained through at least one year of experience in performing similar tasks.
- Work hours are normally 8:00 – 5:00, Monday – Friday. Some after-hours work may be required to meet the needs of the children in foster care.
- Starting Salary:** \$23,694.27
- Application Requirements:** Submit a completed Application for Employment (PD107) to:
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| Jackson County Department of Social Services<br>15 Griffin Street<br>Sylva, NC 28779 | NC Works Career Center<br>26 Ridgeway Street, Suite 2<br>Sylva, NC 28779 |
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- The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
- Closing Date:** **October 18, 2019**

**Jackson County is an Equal Opportunity Employer**

*Pre-employment drug screen and criminal background checks are required  
Jackson County participates in the federal [E-Verify](#) program*