



Employment Opportunity

Please post in a location accessible to all employees

- Position:** **Community Social Services Assistant**
- Department:** Social Services
- Description of Duties & Responsibilities:** Duties primarily involve transporting foster children, supervising visits between foster children and their parents, documenting interactions during those visits, and other clerical duties including scanning, filing, shredding, and creating Life Books for children in Foster Care. Candidates for this position should have good decision making skills, be highly dependable, adaptable, have the ability to lift children and car seats and interact well with children.
- Education & Experience Requirements:** Demonstrated possession of knowledge, skills, and abilities gained through at least one year of experience working with children in performing tasks similar to the ones assigned, completed high school and have a valid NC driver's license with a good driving record.
- Work hours are normally 8:00 – 5:00, Monday – Friday, but vary due to the needs and schedules for the foster children.
- Starting Salary:** Starting salary is \$24,168.16
- Application Requirements:** Submit a completed Application for employment to:
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| Jackson County Department of Social Services | NC Works Career Center |
| 15 Griffin Street | 26 Ridgeway Street, Suite 2 |
| Sylva, NC 28779 | Sylva, NC 28779 |
- The Application for Employment is available online at: <http://www.jcdss.org> or <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 29, 2021