JACKSON COUNTY
Department of Social Services
15 Griffin Street, Sylva, NC 28779
Phone 828.586.5546

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 for a variety of purposes such as visits with parents, medical appointments, counseling, education or training. Candidates for this position should be highly dependable, adaptable, have the ability 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.

Education & Experience Requirements: Demonstrated possession of knowledge, skills, and abilities gained through at least one year of experience in performing tasks similar to the ones assigned.

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 $28,078.19

Application Requirements: Submit a completed Application for employment to:

Jackson County Department of Social Services
15 Griffin Street
Sylva, NC 28779

NC Works Career Center
26 Ridgeway Street, Suite 2
Sylva, NC 28779

The Application for Employment is available online at: https://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: December 5, 2022

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