TYRRELL COUNTY DEPARTMENT of SOCIAL SERVICES

Employment Opportunity

Classification Title: Human Resources Placement Specialist

Salary Range: $36,828 - $59,083 per year

Closing Date: Open Until Filled

Job Description:

This position is assigned to the Economic Services Section. The primary purpose of this position will be in Subsidized Child Care Assistance, Work First Programs (Eligibility, Employment, Emergency Assistance, 200% Jobs, Benefit Diversion), General Assistance, and Energy Programs.

This worker must possess the ability to interact well with the public and must be able to work in a team environment. This worker must possess excellent computer skills sufficient to use NC FAST (which is NC's Online Case Management System), research and understand online program manuals, and use other search engines and software programs. Other duties may be assigned to the worker when deemed necessary by the Supervisors and/or the Director. This worker must respond to disasters as needed in accordance with Tyrrell County DSS policy. This worker must have a valid NC Driver's License and a working phone in case of emergencies.

Education and Experience:

Bachelor's degree in a human services or business field such as human resources, marketing, business administration, business management, healthcare management, or public administration from an appropriately accredited institution; associate's degree in a human services or business field (identified above) from an appropriately accredited institution and two years of directly related work experience; graduation from high school and four years of directly related work experience; or an equivalent combination of education and experience.

Hours of Work:

Normal hours of work are Monday through Friday 8:30 am to 12:00 pm and 1:00 pm to 5:00 pm. 37.5 hours per week.

Application Process:

All applicants must submit a typed PD-107 State Application to the employer either in person at 102 N Road St in Columbia, NC or by mail at PO Box 599, Columbia, NC 27925.

Tyrrell County DSS is an EOE employer.