

## **ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

### **JOB ANNOUNCEMENT**

#### **HUMAN RESOURCE AIDE**

**DESCRIPTION OF DUTIES:** This position is responsible for providing transportation for adults and children to and from medical facilities and other agencies to assure they receive services needed. Also, to provide transportation for children in DSS custody to visit with families, medical providers, and other facilities as needed in the provision of services. This position will provide supervision to clients at all times. Reports are to be filled out daily for the services provided to each client, which will be reviewed by supervisor. The work varies from sharing information explaining a problem to a doctor, druggist, and etc. for clarification and to report observations to the social workers. This position reports to a Social Work Supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Has working knowledge of the rules and regulations involved in the safe efficient operation of automotive equipment. Ability to transport clients safely and efficiently; to relate to the clientele served; to follow written and verbal directions; to record basic data; report observations to supervisor; and to perform required physical tasks. The ability to deal effectively and patiently with adults and children.

**REQUIRED MINIMUM TRAINING AND EXPERIENCE:** Experience in the operation of automotive equipment; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must have valid Driver's License and a safe and reliable vehicle for use at work. **Preferably High School Graduate or GED and experience as transportation provider.**

**APPLICATION PROCESS:** Interested applicants must contact Division of Workforce Solutions (formerly Employment Security Commission) at 289 Corporate Drive Suite B, Lumberton, NC by 5:00 pm on May 7, 2021. Applicants not referred by DWS will not be considered. Please submit an original N.C. State Application (PD-107). A review of qualifications, employment history and criminal history will determine who is selected for the structured interview. Applicant selected will be scheduled for drug testing. **In-house applicants submit application to Tammy Kitson.**

**SALARY:** \$19,416.72

**GRADE:** 55

**POSTED:** April 8, 2021

**The Robeson County Department of Social Services is an Equal Opportunity/Affirmative Action Employer.**