

# Wilson County Department of Social Services



*Build a career with us!*

## Career Opportunity for Social Services Deputy Director

*Discover the Wonderful World of Wilson County!*



Just 30 minutes east of Raleigh, one of the nation's fastest growing cities, Wilson County provides affordable living, great schools, quality healthcare, excellent employers and convenience. Follow the link below to begin your discovery of why it makes sense to live and work in Wilson County.

***Discover Wilson***

**[DiscoverWilson.com](http://DiscoverWilson.com)**

### ***About the Agency:***

Wilson County Department of Social Services is an innovative results-based agency that strives to make a meaningful difference in the lives of its citizens through building strong professional relationships and quality customer service. The agency has achieved a 98% average compliance rate for all programs and services the past 2 years and has received 30 best practice awards over the past 8 years.

## Benefits:

Paid Health Insurance | Dental | Longevity Pay | 401-K | Life Insurance Vacation/Sick Leave | 12 Paid Holidays | Flex Care | Travel Reimbursement | Tuition Reimbursement

<b>Position:</b> 295-16-701	<b>Salary Grade:</b> 79
<b>Job Order:</b> 11319940	<b>Salary Range:</b> \$75,864 - \$128,232.

**\*SALARY NEGOTIABLE WITHIN THE RANGE BASED ON EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS, MUST BE FULLY QUALIFIED TO NEGOTIATE SALARY\***

**DESCRIPTION OF WORK:** Provides executive leadership to staff and oversight of programs within Wilson County Department of Social Services (WCDSS). Provides direct supervision to agency leadership within the Economic Assistance Section (Medicaid, SNAP, LIEAP, MA Transportation and Crisis intervention Programs) and the Child Support Section. Provides indirect oversight to all other agency programs including but not limited to child welfare and adult services supervision and of all other agency leadership in the absence of the agency Director. Serves as the Human Resources Manager within the WCDSS. Provides oversight and supervision of the LBR Performance Management System within the Department and provides direct supervision to the CQI Specialist. Provides leadership in continuous quality improvement of the section through LBR (Leading by Results) processes. Provides supervision to Grants Administrator and Leadership Development Specialist Positions. Works closely with state leaders/consultants to ensure high level quality assurance and state/federal policy compliance for economic assistance, child support and crisis assistance programs. Serves as an actively engaged member of the agency executive leadership team. Responsibilities include evaluating the quality of services, assessing staff training, and ensuring compliance with standards. Provides major input on organizational changes, and budget issues. Duties may include development of alternate sources of funding, interagency agreements and contracts. Individual in this position may be instructed by the agency director to serve on local and state planning committees and policy review groups. Must possess minimum personal computer skills and high level communication skills. Must have a valid driver's license.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** Master's degree in public administration, business administration, social work, or human services field and two years of management experience in a human services agency or business, with a preference for one year of management experience in a human services agency; or, graduation from an accredited four-year college or university with a human services, business or related degree and four years of management experience in a human services agency or business, with a preference for two years of management experience in a human services agency.


**PREFERENCE:** Strong preference for candidates with a MSW or Master's Degree in a closely related and professionally recognized human services field of study. Strong preference for experience supervising supervisor positions in a medium to large social work division/section. Preference for candidates with human resources experience as a manager/supervisor. In addition, masters level candidates with a minimum of five years of administrative/supervisory experience in a county department of social services, and extensive experience supervising casework/social workers in a county department of social services. Candidates with a thorough understanding of the desired role, skills, and responsibilities of the social work profession.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to lead and direct an organization or major subdivision of an agency. Thorough knowledge of methods and principles of casework, supervision and training. Thorough knowledge of social work principles, techniques, and practices and applications to casework and community problems. Considerable knowledge of social and economic factors in the community, and local agencies and resources.

**Degrees must be from an appropriately accredited institution and submitted within 90 days of employment. An unofficial copy of your transcript must be attached to your application from the college or university.**

Only those applicants meeting the specific requirements above will be considered for an interview.

**APPLICATION PROCESS:** Applicants must complete and submit a Wilson County application through the on-line process. A resume may be attached but is not a substitute. Incomplete or unsigned applications will not be processed.

Posting Date: June 21, 2021	Drug Screening Required
Closing Date: Continuous	 E-Verify Employment Eligibility Verification

**APPLICATIONS CAN BE OBTAINED BY APPLYING ON LINE AT WILSON-CO.COM OR CONTACTING:**  
NCWorks | 302 Tarboro St. West | Wilson, North Carolina, Telephone: (252-234-1129)

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Wilson County DSS POB 459 | Wilson, NC 27894 [www.wilsoncountydss.org](http://www.wilsoncountydss.org)  
EEO/AA Employer