

## **COMMUNITY SOCIAL SERVICES ASSISTANT**

This position is stationed at the Union County Department of Social Services. Major highlights of the position are as follows:

### **DESCRIPTION OF DUTIES:**

The primary purpose of the CSSA is to provide paraprofessional services which will enable families (who have children) to remain together and if separated reunite. This worker will strive to help families become safer, more self-sufficient, and independent. The key services provided by the CSSA are designed to help these families and their social worker accomplish the following:

1. Prevent or ameliorate conditions of abuse, neglect, exploitation, and dependency;
2. Prevent the deterioration of individuals'/family functional capacity and maintain, strengthen, and safeguard family functioning;
3. Avoid premature substitute care, family disruption, and unnecessary out-of-home placement;
4. Support the return of children from substitute care to their parents or relatives;
5. Enable children's families to become safer and more supportive of their children

Clients receiving CSSA services will be:

- A. Families (who currently have their children living with them) whose functioning, as it relates to caring for their children, is seen by a social worker as needing these services to help ensure/enhance the safety of the children in that family.
- B. Families who currently do not have their children living with them, because of neglect, abuse, or dependency but there is possibility their children might be returned, and the social worker perceives these services to be needed for a while in the family to help support and ensure the children's safe return to their family.

### **WORK SCHEDULE:**

This position requires 40 hours per week. Much of this work will need to be done when adult family members are present in the home. Consequently, the CSSA may have to be flexible with their schedules to include early evening and some weekend work. CSSA work hours will be determined by their immediate supervisor and social worker assigned to their case. At least 10 of the 40 hours will be worked between 8:00 am and 5:00 pm each week.

This worker is responsible for documentation to verify time spent in provision of services for clients, travel time and mileage, and general administrative tasks such as training, staff meeting in the unit, service agency staff meetings and case dictation.

The CSSA attends agency staff meetings, services staff team, and all team meetings as requested by the social workers who have care responsibility for the cases. This position also consults with supervisor on at least a weekly basis and consults with social worker carrying case responsibility at least weekly, too, but more often if needed.

**MINIMUM EDUCATION AND EXPERIENCE:**

Ability to work directly with families of children. Ability to comprehend the families needs. Knowledge of community resources and ability to provide linkages. Ability to identify child abuse/neglect preventive needs and skills to help ensure those needs are met. Adequate knowledge of child development, age appropriate child behaviors and skills in responding to those behaviors. Positive behavioral management skills for parents while caring for children.

High school diploma or GED. At least 1 year of experience working with families with children or related technical school or college training related to parenting or child abuse and neglect. At least 3-5 years working with general public. Valid North Carolina driver's license.

**OTHER**

HomeCare Management provides benefits with this position. If a vacancy is announced and you are interested in this position and possess the qualifications, submit an application from this web site to Home Care Management Corporation, 315 Wilkesboro Boulevard, Suite 2-A, Lenoir, North Carolina, 28645, to the attention of Rankin A. Whittington, President.

Faxed applications are acceptable (828-757-3195) if the original is placed in the mail by the next day. Questions, call Rankin Whittington at 1-800-223-2841.