



STANLY COUNTY
DEPARTMENT OF SOCIAL SERVICES
1000 NORTH FIRST STREET, SUITE 2
ALBEMARLE, NORTH CAROLINA
28001
WWW.STANLYDSS.COM

DOLLY HUFFMAN CLAYTON
MSW, LCSW
DIRECTOR

(704)982-6100 • FAX (704) 983-5818 • COURIER # 03-23-02
CPS FAX (704) 983-2724 •
FOSTER CARE/ ADULT SERVICES FAX (704) 986-7499

JOB OPPORTUNITY

POSITION: Human Services Coordinator I

LOCATION OF POSITION: 1000 North First St., Suite 2
Albemarle, NC 28001

STARTING SALARY: \$33,390

POSITION AVAILABLE: Immediately

KNOWLEDGES, SKILLS, AND ABILITIES: This position's primary purpose is to coordinate medical transportation services for Medicaid recipients. Coordinator will determine if transportation is medically necessary and that the most effective and efficient manner of transportation will be provided. Coordinator will maintain client records with updated transportation verifications on a yearly basis. Coordinator will complete bi-monthly billing and upload into NCTracks. Coordinator will serve as a liaison with the county's coordinated transportation system (SCUSA) and other transportation providers to ensure the provision of needed services. Coordinator will also have some Medicaid duties as well.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: Bachelor's degree in a human services field such as social work, counseling, psychology, special education, deaf education, rehabilitation counseling or marriage and family therapy from an appropriately accredited institution; bachelor's degree from an appropriately accredited institution and one year of experience in counseling or in a related human services field which provides experience in techniques of counseling, casework, group work, or community organization, or equivalent combination of education and experience

ADDITIONAL REQUIREMENTS: Must have valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use, a criminal records check will be conducted and a driver's license check may be completed. Official transcript must be included with the application.

RECRUITMENT PERIOD: May 5, 2022 through May 20, 2022.

HOW TO APPLY: All applicants must apply through the NEO GOV website at <https://www.governmentjobs.com/careers/StanlyCounty> or the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183.

STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.