



DHS/DFCS – Clerical Worker

Job Number: 00025553

Job Posting: January 25, 2017

Closing Date: Until Filled

Primary Location: Charlton Co-Folkston GA

Number of Openings: 1

Job: Social Services

Shift: Day Job

SALARY: Pay Grade: TPW (Hourly, Part-Time)

Salary Range: \$17,680.00 – 29 hours per week

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Division of Family and Children Services (DFCS), a division of the Georgia Department of Human Services, investigates reports of child abuse; finds foster and adoptive homes for abused and neglected children; issues SNAP, Medicaid, TANF and childcare assistance to low-income families; helps out-of-work parents get back on their feet; and provides numerous support services and innovative programs to help families in need.

DFCS is working to implement significant child welfare reform through the Blueprint for Change plan, which is the Division's roadmap to improving the lives of the children and families we serve. It is about strong practice, a committed workforce and the authentic internal and external engagement with our staff and the community. The Blueprint for Change has three pillars:

- **Practice Model:** Adoption of a practice model that will serve as the foundation to keep kids safe and strengthen families; and inclusion of guiding principles, vision and mission statement.
- **Robust Workforce Development:** Increased staffing and expertise for Child Welfare and Family Independence; research-based caseload ratios; mentoring for supervisors; improved compensation based on proven competency; and development of a career path.
- **Constituent Engagement:** Creation of advisory boards at state, regional and local levels; organized "roadshows" to engage the public, local stakeholders and media; and build consensus and collaboration among partners, staff, and stakeholders.

DFCS is seeking candidates for the position of **Clerical Worker**. This position reports to the Social Services Supervisor and will be based in Folkston, Georgia located in Charlton County. The Clerical Worker provides a broad range of paraprofessional social services to clients and those families under close supervision. The successful candidate will be motivated and passionate about changing the lives of children and families, brings a deep knowledge of child welfare and foster care placement services from a public/private perspective. The incumbent will be able to work in partnership with stakeholders to achieve the mission, vision and Blueprint for Change of the Division.

Job Summary & Responsibilities:

Under direct supervision, the **Clerical Worker** will:

- Complete office purchasing, order office supplies, complete inventory.
- Answer office phone line.
- Track and process provider invoices and annual contracts.
- Process incoming and outgoing mail, pickup and delivery, daily.
- Schedule office and equipment maintenance.
- Provide clerical support to include copying, emailing, distributing documents and materials to staff.
- Maintain record keeping and filing systems.
- Provide backup clerical assistance to front desk staff.
- Serve as support to the County Director with duties to include attending local board meetings, taking minutes and all mail communications from board members.
- Oversee safety drills as required and assist with scheduling of training for staff.
- Perform other duties as assigned.

Core Competencies:

- Ability to use customer service skills to include active listening and sound judgment
- Excellent oral, written, presentation and interpersonal communication skills
- Proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment
- Candidates selected for interview will complete a post-interview assessment of their proficiency using Microsoft Office Suite applications.

DHS provides services to ensure the health and welfare of all Georgians. In the event of an emergency, any employee may be required to assist in meeting the emergency responsibilities of the department.

Qualifications:

- High school diploma or GED **and** two years of related experience.
- **or**
- One year at the lower level or at an equivalent position.
- **or**
- Associates degree.

Preferred Qualifications:

- Completion of a high school diploma or general equivalency diploma (GED).

Note: Educational achievement does not substitute for required experience.

Benefits:

No benefits are associated with this position.

GEORGIA ON MY MIND: It Doesn't Get Any Better Than This!

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's

many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

You're Really Going to Like Charlton County

Conveniently located thirty miles from Jacksonville, FL is Folkston, GA located in Charlton County, a gateway to the beautiful Okefenokee Swamp. Aside from the many historic landmarks and the Folkston Funnel Platform, the great Okefenokee Swamp attracts thousands of visitors each year. Once you experience the exquisite beauty of this land between the Okefenokee Swamp and St. Mary's river you will never want to leave.

www.charltoncountyga.us

Criminal Background Checks/Applicant Privacy Rights:

All applicants may be subject to a drug screen and will be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:

http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

[The Georgia Department of Human Services](#) (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the [Division of Aging Services](#), the [Division of Child Support Services](#), and the [Division of Family and Children Services](#).