

COUNTY OF HYDE
Department of Social Services
POST OFFICE BOX 100 ENGELHARD, NC 27824
TELEPHONE 252-926-4476

Community Employment Program Coordinator II

Hyde County Department of Social Services is accepting applications for a Community Employment Program Coordinator II.

Applicant must have the ability to communicate orally and in writing. Applicant must have the ability to organize, plan, organize time and activities in an effective manner. Applicant must have considerable knowledge of developmental and vocational programming, including socialization and habilitative needs. Applicant must have the ability to pass Medication and CPR competencies.

Work in this position requires knowledge and use of different office equipment systems and related technology. Computer skills are required. This applicant will be responsible for all billing reimbursement procedures.

Applicant should be a graduate from a college or university with a four-year degree in a human services field and have two years of experience working with the developmentally disabled. To apply, submit a completed NC State Application form PD-107 to Laurie Potter, Director, Hyde County Department of Social Services; P.O. Box 100, Engelhard, NC 27824. Position open until filled.

Hyde County is an Equal Opportunity Employer