

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for a **Research and Program Support Specialist** to work in the Substance Abuse Recovery department. This position is an essential element of the Substance Abuse Recovery team and serves as the hub of client care coordination and reporting. This position will provide best practice support based on research and evidence to staff and ensure collaborative client work and tracking between all SCOSAR Programs. The responsibilities of the Research and Program Support Specialist are unique as this team member provides evidence-based practice program and research assistance, human services case management and staff case supervision duties. Case management and case supervision duties will include clients from the Recovery to Work, Intervention Team/Post Overdose Response Team and Transportation Services in tandem with the Assistant Director. Responsibilities require frequent interaction with multiple and varied agencies and discretion and judgment to make independent and professional decisions. The position will ensure client services are translated into the appropriate data tracking required to support Opioid Settlement Funding. Tact and diplomacy are required when supporting business owners, healthcare directors, law enforcement managers, elected officials, educators and fellow human services agencies. The Research and Program Support Specialist must be professional, self-motivated, enthusiastic, and community focused. Work is performed under general supervision of the Surry County Substance Abuse Recovery Director and Assistant Director. Work is evaluated through the quality of program support assistance, staff support interactions, direct client support and case management supervision efforts. This position is full-time and requires a flexible work schedule.

EDUCATION AND EXPERIENCE: A minimum of a bachelor's degree in human services, social work, psychology, sociology, counseling, criminal justice, or a related field is required. A minimum of five years of professional office experience managing human services clients and needs is desired.

SALARY RANGE: Grade 67 \$40,895- \$68,102

Applications will be taken at NC Works Career Center, 942 West Pine Street, Mount Airy, NC 336-415-6120, by going online to the Surry County Human Resources job posting page, printing the application and emailing back to the indicated email, SCJobs@co.surry.nc.us or by contacting Surry County Human Resources at 336-401-8221. A complete list of duties and analysis of physical demands will be available upon request.

DRUG FREE WORKPLACE/EEO EMPLOYER

Posting Date: Updated July 1, 2024

Closing Date: Open until filled