



**COUNTY OF HYDE**  
**Department of Social Services**  
**POST OFFICE BOX 100**  
**ENGELHARD, NC 27824**

**LAURIE A. POTTER**  
**DIRECTOR**

**TELEPHONE**  
**252-926-4199**

**Position: Community Employment Program Coordinator II**

**Salary: \$31,324.00**

**Job Description**

The primary purpose of the Community Employment Program Coordinator II position is to direct and manage the Hyde County Adult Development Activity Center (ADAP). The employee will ensure the program provides a complete range of services to clients.

**Knowledge, Skills and Abilities and Training and Experience Requirements**

Ability to communicate orally and in writing. Ability to communicate on an appropriate level with the populations served. Process knowledge of the characteristics of the developmentally disabled population. Ability to organize, plan, organize time and activities in an effective manner. The employee will be responsible for all billing reimbursement. The employee will participate in the planning and development of the center's budget. Employee will work closely with the DSS Director in maintaining budgeted funding. Employee is responsible for complying with HIPAA regulations. First aid, cardio-pulmonary resuscitation, non-violent crisis intervention is required training for each employee. In the event of a declared natural disaster, staff will be required to remain with the clients at the designated program until specific instructions are received from the immediate supervisor or report to the Agency for further assignments. Considerable knowledge of developmental and vocational programming including socialization and habilitative needs; of behavioral programming techniques. Ability to supervise staff. Employee will complete other tasks as requested by the immediate supervisor.

**Training and Experience Requirements**

Graduation from a college or university with a four-year degree in a human services field and two years of experience working with the developmentally disabled.

**Required Licenses/Certificates**

A North Carolina Driver's License is required.  
The employee is mandated by the Division of Facility Services to pass CPR and Medication Administration Competencies.

**Invitation to Apply:**

All applicants must complete a State of North Carolina application form (PD-107) and submit to Laurie Potter, Director, Hyde County Department of Social Services; P. O. Box 100; Engelhard, NC 27824. Open until filled.

**HYDE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**