



**FLORENCE COUNTY  
Disabilities and Special Needs Board**

Employment Opportunities  
Posting Date – March 2021

**PROOF OF US CITIZENSHIP, VALID SC DRIVER'S LICENSE, SS CARD, AND EDUCATION ARE REQUIRED**

**For all Professional and Para-Professional Positions:** Applicants (who are not currently employed by FCDSNB) wishing to be considered for employment must apply through the SC Department of Employment and Workforce (SCDEW). There you will be given an application packet with instructions. Incomplete applications will not be considered.

<b>Residential Services</b>	<b>Open until position is filled</b>
<b>Human Services Assistant (HSA)</b>	<p>Responsible for the care, well-being, and training for people with intellectual disabilities residing at a residential facility in Florence County. Must be punctual and dependable and have the ability to multi-task in a fast-paced environment.</p> <p><b>Experience:</b> Minimum 1-year in Human Services, CNA, or related field <b>(preferred)</b></p> <p><b>Education:</b> High School Diploma and/or degree from an accredited post-secondary school <b>(required)</b></p> <p><b>Hours:</b> Part-Time / Full-Time shifts available. Must be flexible to work any shift including weekends</p>
<b>Day Program Services</b>	<b>Open until position is filled</b>
<b>Vocational Specialist</b>	<p>Provides training and care to people with intellectual disabilities, performs assigned duties following clearly prescribed standard practices involving the application of readily understood rules and procedures.</p> <p><b>Experience:</b> Minimum 1-year in Human Services, CNA, or related field <b>(preferred)</b></p> <p><b>Education:</b> High School Diploma and/or degree from an accredited post-secondary school <b>(required)</b></p> <p><b>Hours:</b> Monday – Friday 8:00 AM – 4:00 PM. Must be flexible to meet any agency needs</p>



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<b>CTHII Coordinator</b>	<p>Non-Exempt Responsible for the management of CTH II facilities in providing direct supervision to Human Service Supervisor(s) in care, welfare, safety, and security of people with intellectual disabilities, providing treatment and training for people with intellectual disabilities. Ensures all electronic records (Therap) and documentation are maintained and managed throughout programs. <b>Hours:</b> Monday – Friday / 8:00 AM – 4:00 PM; flexible to meet agency needs. <b>Experience:</b> 2-years of Supervisory Management / Human Services field <b>Education:</b> Bachelor’s Degree in Human Services; or related field</p>			
	<p><b># of Positions / Locations:</b></p> <table border="1" style="width: 100%;"> <tr> <td>1-Residential Services</td> </tr> </table>	1-Residential Services		
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<b>Human Services Supervisor I</b>	<p>Non-Exempt Responsible for the care, well-being, and training for people with intellectual disabilities residing at a residential facility in Florence County. Supervises employees at residential facilities. <b>Work Hours:</b> Must be flexible to work any shift; 40 hrs/wk <b>Experience:</b> 3 years’ experience in supervisory management / human services field <b>Education:</b> Associates Degree in Human Services; or HS Degree <b>WITH</b> experience qualifications above. Degrees will be reviewed for validity.</p>			
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<b>QID/DDP</b>	<p>Directs the Human Services Assistants in providing treatment and training to the consumers with Disabilities and Special Needs. Coordinates, plans and implements Individual Program Plans for consumers at residential homes. Also, plans activities, monitors, and develops systems for maintaining workflow and coordinates activities of staff with other departments. Performs diversified duties requiring the broad analysis of problems and the planning of various interrelated divisions of agency activities within the policies and procedures of this Board. Maintain ICF/IDD regulations.</p> <p><b>Work Hours:</b> Must be flexible to meet the needs of persons served  <b>Education:</b> Bachelor's Degree  <b>Experience:</b> 1 year working with ID/RD or other Developmental Disabilities / 2 years supervisory Management. Must meet DHEC qualifications as outlined in ICF/IDD regulations.</p> <p><b># of Positions / Locations:</b></p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">1-Residential Services</td> </tr> </table>	1-Residential Services			
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<b>Licensed Practical Nurse (LPN) PT/FT</b>	<p>Non-Exempt  Under general supervision, assist with and monitor care and treatment of people with developmental disabilities who reside in the community. Perform nursing tasks as assigned, work as part of an interdisciplinary team with knowledge of nursing procedures, sanitation and safety practices.</p> <p><b>Work Hours:</b> Must be flexible to meet the needs of persons served  <b>Experience:</b> 1 year of clinical experience required  <b>Education:</b> LPN Degree  *Must be able to work throughout Florence County</p> <p><b># of Positions / Locations:</b></p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">3-PT LPN</td> <td style="text-align: center;">2-FT LPN</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>	3-PT LPN	2-FT LPN		
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