

Warren County Human Resources  
602 West Ridgeway Street  
P.O. Box 619  
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm  
Telephone: (252) 257-3115  
Facsimile: (252) 257-5971  
canessarichardson@warrencountync.gov

## **EMPLOYMENT OPPORUNTY WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES**

**POSITION:** Human Resources Aide\*

**DUTIES:** Assists aged & disabled clients with activities associated with daily living within their homes; observes for & reports indicators of abuse, neglect, illness, etc.; shops for food & other essentials; performs light housekeeping, home management, meal preparation, & menu planning tasks; assists clients with grooming as needed; performs related tasks as required.

**EDUCATION/EXPERIENCE:** Any combination of education & experience equivalent to graduation from high school; some experience in homemaking and/or helping individuals or groups with related activities. Valid driver's license in the State of North Carolina.

**SALARY:** \$30,000-\$31,990 annually

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Warren County applications will be accepted **Monday, November 6, 2023**, at the Division of Workforce Solutions, formerly the Employment Security Commission, 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**