

## Ethics Investigator Position Statement

The North Carolina Social Work Certification and Licensure Board is currently seeking to fill a full time **Ethics Investigator** position for its Asheboro, NC location. The Ethics Investigator's primary responsibility is to investigate complaint against social workers certified or licensed by the Board, and those who may be practicing unlicensed clinical social work. The Ethics Investigator must maintain a comprehensive understanding of the NC Social Worker Certification and Licensure Act, associated Rules, and the Social Work Certification and Licensure Board's statutory authority. The Ethics Investigator must be able to remain objective and independent when addressing matters and consistently demonstrate the ability to hold information in confidence.

Upon receipt or initiation of a complaint against a social worker certified or licensed by the Board, the Ethics Investigator is expected to conduct a comprehensive investigation, primarily via telephone, to gather data, assess, and evaluate information for compliance with the Social Worker Certification and Licensure Act and associated Rules; and to prepare a formal Investigation Report summarizing the investigative findings.

Salary Range: \$50,000 to 55,000 plus benefits. Salary commensurate with candidate's education, experience and training.

Upon employment, and pursuant to N.C. General Statute 93B-8.2, no Board employee who is actively fulfilling the Ethics Investigator position may actively engage in the practice of social work in competition with other licensees over which the Board has jurisdiction while serving as Board Investigator.

Letters of interest with current resume will be received through July 31, 2018, and may be submitted to the attention of the Executive Director at [mlilly@ncswboard.org](mailto:mlilly@ncswboard.org) or by U.S. postal service to the Board's address:

NCSWCLB  
P.O. Box 1043  
Asheboro, NC 27204

### General Expectations and Qualifications:

- MSW in social work and LCSW in good standing.
- FTE Position staffed on site.
- Have at least five years of cumulative, clinical, experience following LCSW licensure.
- Investigation experience preferred.
- Possess excellent written, verbal and interpersonal skills.
- Strong organizational and time management skills with the ability to work independently with minimal supervision.
- Experience in meeting deadlines and adhering to strict standards.
- Self-starter who takes on challenging responsibilities and holds self-accountable for results and performance.
- Strong attention to detail with commitment to accuracy and quality while meeting goals or deadlines.
- Ability to use technologies, such as phone, copiers, scanners, computers.
- Ability to accommodate "flex-time" with prior approval.
- Employed under the Board's personnel policies, which includes a probationary period of 90 days.

### Duties and Responsibilities:

- Ability to conduct, review, gather, assess and evaluate information for compliance with applicable standards using observation, interviewing, and record review skills.

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- Ability to interpret and apply rules, regulations and policies to different situations.
- Conduct comprehensive, timely and accurate investigations. This can include in-person interviews, communications by telephone, letter, fax, and email (email must maintain confidentiality protections) with participants.
- Ability to communicate with public to answer questions and respond to investigative issues and complaints concerning the care and services received by complainants.
- Ability to communicate (both verbally and in writing) and document investigation process and outcomes clearly and concisely using various technologies.
- Update ethics activities in the Board's data systems on an ongoing basis.
- Maintains the confidentiality of information.
- Remain alert to additional or atypical circumstances that affect the course of the investigation, including the need to interview additional witnesses or obtain additional evidence.
- Development of an investigative plan to include assessment of the case-specific needs, such as:
  - ❖ identification/assessment of the allegations,
  - ❖ selection of the proper investigative methods,
  - ❖ assessment of other concerns not identified by the complainant,
  - ❖ identification of who is involved,
  - ❖ identification of who needs to be interviewed and in what order,
  - ❖ determination of if there is an initial need for additional documentation, records or files,
  - ❖ determination of if there are associated legal concerns or questions,
  - ❖ working knowledge of all applicable laws and areas of jurisdiction, and/or
  - ❖ maintaining communication with appropriate officials/agents as it relates to overlapping jurisdictional issues.
- Ability to present investigation process and determinations in a legally defensible report which communicates the factual information gathered during an investigation to prepare an Investigative Report that is accurate, logical, clear, concise, complete, objective, free of grammatical errors and in accordance with Board practices, policies and procedures.
- Manage and prioritize a large and varied case load effectively and efficiently to achieve positive results.
- Collaborate with subcommittees or counsel in ethics matters via meetings, teleconferences and reports.

### Other Related Duties:

- Have a thorough, current knowledge of the NC Social Work Practice Act and the North Carolina Social Work Certification and Licensure Board's Statutory Authority.
- Maintain continuing education and be available for additional training as needed.
- Attend Board meetings as requested.
- Testify at Hearings.
- Ability and willingness to travel within a state-wide coverage area as needed for investigative related activity such as training, consultation, supervision, and/or to provide testimony as part of the Administrative Procedure Process.
- Performs other duties as assigned by the Executive Director or Assistant Executive Director.