
RECRUITMENT ANNOUNCEMENT

INCOME MAINTENANCE CASEWORKER II
FAMILY & CHILDRENS MEDICAID
(GRADE 63/SALARY RANGE \$ 29,869.00 – 45,236.00)

AN EQUAL OPPORTUNITY EMPLOYER

LOCATION: PERQUIMANS COUNTY DEPARTMENT OF SOCIAL SERVICES
HERTFORD, NORTH CAROLINA

CLOSING DATE FOR RECEIPT OF APPLICATIONS: FEBRUARY 25, 2019

ALL APPLICATIONS ARE TO BE RECEIVED BY NC WORKS CENTER – ELIZABETH CITY, NC.

DESCRIPTION OF WORK: Determining and / or redetermining applicants'/clients' eligibility for assistance in a County Department of Social Services. Work at this level reflects the performance of several functions within the eligibility process such as interviewing the client, obtaining the required information, completing initial applications, verifying the information obtained, determining eligibility, and completing scheduled program reviews. Employees explain program(s) requirements and options and advise or refer clients to other program services as appropriate. Employees will complete initial applications and reviews in a web-based state system requiring attention to detail. Employees report to an Income Maintenance Lead Worker and Income Maintenance Supervisor.

Employee may be called upon in times of disaster, either natural or manmade, to staff an evacuation shelter or handle other assigned duties. This is a requirement of the position and failure to serve may result in adverse action.

KNOWLEDGE, SKILLS AND ABILITIES: Good mathematical reasoning, computational skills, and excellent computer skills. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, policies, and procedures. Ability to understand the needs and problems of clients/applicants. Ability to learn the program area of assignment and all agency programs and services which could affect the client/applicant.

MINIMUM EDUCATION AND EXPERIENCE: Full qualification for Income Maintenance II Position must have one year experience as an Income Maintenance I or Eligibility Specialist I in a Department of Social Services. The Department will accept work against position if there are no fully qualified applicants. Graduation from a four year College or University. Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which includes negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks and at least one year of such experience being in an income maintenance program; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience.