

**INCOME MAINTENANCE CASEWORKER III
ADULT MEDICAID LEAD WORKER
(Grade 65 Salary Range \$33,269.00 - \$50,385.00)
AN EQUAL OPPORTUNITY EMPLOYER**

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

**ALL APPLICANTS MUST COMPLETE A PD-107 APPLICATION AND RETURN TO
PEROUIMANS COUNTY DEPARTMENT OF SOCIAL SERVICES, PO BOX 107,
HERTFORD, NC 27944 OR EMAIL TO schaneyaperqdss.net.**

CLOSING DATE FOR RECEIPT OF APPLICATION: October 23, 2020

Description of Work: Responsible for serving in the income Maintenance Programs involving Adult Medicaid Programs and Special Assistance. Employee will serve as lead worker over Level II adult income maintenance caseworkers. Employee will maintain a caseload of approximately 90 cases. Employees must be thoroughly familiar with all functional aspects required to properly process the applications of clients applying for benefits. Employees must be knowledgeable to advise and counsel lower level staff on policies and regulations of the income maintenance program(s) which affect the more complex cases. Employee will train new workers and advise workers of changes in policy and mandates.

Knowledge and Skills: Thorough knowledge of the Adult Medicaid Program and Special Assistance. Considerable knowledge of all agency and community programs and services, which could affect the client/applicant. General knowledge of all income maintenance programs. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret a variety of regulations, policies and procedure of varying complexity. Ability to work independently and prioritize work. Ability to instruct and evaluate the work of lower level employees. Ability to train employees in new and existing rules, regulations, policies and procedures. Ability to understand the needs and problems of clients/applicants. Ability to perform caseworker function under and within structured time frames. Lead Worker will work and maintain required reports and conduct second party review of applications and redetermination of applications. Employee will report to a higher level Income Maintenance Supervisor.

Minimum Training and Experience Requirements: Two years of experience as an Income Maintenance Caseworker in the Medicaid Programs; or an equivalent combination of training and experience.