

MCDOWELL COUNTY DEPARTMENT OF SOCIAL SERVICES

VACANCY ANNOUNCEMENT:

CLASSIFICATION TITLE: UNIVERSAL INCOME MAINTENANCE CASEWORKER II

JOB LOCATION: ECONOMIC SERVICES UNIT

Job Description:

This caseworker is assigned to a unit within the Economic Services Section. This position is responsible taking applications, determining eligibility and maintaining case records for:

- Food and Nutrition Services: 30% of day
- Temporary Assistance to Needy Families: 10%
- Adult Medicaid: 30%
- Family and Children's Medicaid: 30%

This includes collecting evidence by:

- Interviewing the client
- Verifying income
- Determining eligibility
- Maintaining the case record
- Making changes to the case record

The employee must determine how the changes impact the eligibility of the case. Employees must explain program requirements and options and advise or refer clients to other program services as appropriate.

This worker must be a team player, and have excellent communication skills.

Minimum Training and Experience Requirements:

We will accept applications for Income Maintenance Caseworker I with the following qualifications:

Graduation from an accredited associate degree program in:

- ITS Technology
- Paralegal Technology
- Business Administration
- Secretarial Science

Or:

- Closely related curriculum
- Graduation from high school with three years of paraprofessional, clerical or other public contact experience which included:
 - Negotiating
 - Interviewing
 - Explaining information
 - Gathering and compiling data
 - Analysis of data
 - Performance of mathematical or legal tasks

A transcript is required.

COMPUTER PROFICIENCY TEST IS REQUIRED.

PRE-EMPLOYMENT DRUG SCREENING IS REQUIRED.

BI-LINGUAL ABILITY (ENGLISH-SPANISH) IS DESIRABLE.

**Salary: Income Maintenance Caseworker II \$29,370 annual
 (12 months experience as an IMC I required to meet this classification)**

Income Maintenance Caseworker I \$26,592 annual

Position is full-time and benefited.

Interested candidates submit:

PD 107
Three References
Transcripts (if applicable)

To: Phillip Hardin
PO Box 338
Marion, NC 28752

Or

Employment Security Commission
316 Baldwin Ave
Marion, NC 28752

**THIS IS A CONTINUOUS POSTING USED TO DEVELOP A POOL OF QUALIFIED
INDIVIDUALS FOR POTENTIAL JOB OPPORTUNITIES.
START DATE TO BE DETERMINED**