

COUNTY OF WILKES

DIRECTOR

John L. Blevins, MPA

DEPARTMENT OF SOCIAL SERVICES

304 COLLEGE STREET
WILKESBORO, NORTH CAROLINA 28697-2854
(336) 651-7400

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CHILD SUPPORT FAX (336) 990-0409
ELIGIBILITY FAX (336) 651-7568
SOC. WK. SERVICES FAX (336) 651-7559

PROGRAM ADMINISTRATOR

Kevin L. Brown

RECRUITMENT ANNOUNCEMENT

POSITION

INCOME MAINTENANCE CASEWORKER II
293-02-211

WORKING TITLE

INCOME MAINTENANCE CASEWORKER
FOOD AND NUTRITION UNIT

GRADE/SALARY

External Applicants: 63/\$29,464 - \$30,937

Internal Applicants: County policy for promotions/transfers will be applied to internal, permanent status employees and budgeted amount.

EDUCATION & EXPERIENCE

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 included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with 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, and one year of experience as a Social Services Income Maintenance Caseworker I.

DUTIES

The primary focus of this position will be to determine and re-determine eligibility for applicants seeking food assistance. Gathers data concerning family and finances; reviews budget, declaration form and other applicant information. Maintains records and reports of daily activities. Also assist with Crisis Intervention Program eligibility and LIHEAP as needed. Other duties as required.

AVAILABLE

January 2, 2020

POSTED

December 10, 2019 at Wilkes County DSS and NC Works Career Center.

CLOSING DATE

December 18, 2019 at 4:30 p.m.

**APPLICATION
PROCESS:**

Submit application and transcript completed to:

External

**NC Works Career Center
1320 West D. Street, Suite #2
North Wilkesboro, North Carolina 28659**

Internal

**John L. Blevins, Director
Wilkes County Department of Social Services
304 College Street
Wilkesboro, North Carolina 28697**

Wilkes County Department of Social Services is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.

Wilkes County Department of Social Services participates in the E-Verify program.

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Verification for education and work experience is taken solely from information listed on the application form, PD-107. Applicants will not automatically be given credit based on their position title.

Consideration will be given for applicants who are bi-lingual.