**Department**: Department of Social Services

**Position**: Income Maintenance Supervisor II (focus on Food & Nutrition, Day Care & Energy)

**Salary Range**: $35,678.06- $50,412.16 Grade: 68

**Posting Dates**: December 12, 2019 – December 19, 2019

**Description of Work**: The primary purpose of this position is to oversee the administration of all economic service programs i.e.: Medicaid, Medicaid Transportation, Work First, FNS, EA, CIP and Day Care, and to ensure all needy and eligible persons receive the correct benefits in a timely fashion and in a humane way. This position is paired with a partner supervisor and works collaboratively and cooperatively on programs administration, personnel matters, system functionality problems, orientation/training and cross-training, ongoing staff development, scheduling, evaluations and consultations for staff, and any other appropriate county business (or duties, as assigned by the agency Director).

The Supervisor must have the ability to communicate with people of varied social, economic, and educational backgrounds. Thorough knowledge of all economic programs supervised and the computer system (NCFAST) that is used in the day to day process is essential. This position requires organizational skills to keep workloads evenly distributed, the ability to instruct/guide, organize, direct, and supervise subordinates. The Supervisor must have reasoning skills in order to follow policy and procedures and arrive at logical conclusions and objective analysis of facts. The Supervisor must have the ability to maintain a good working relationship with staff, clients and others whom are contacted within the course of work. The position requires computation skills and ability to candidly review others' work. The Supervisor must demonstrate interest in understanding the needs, problems and attitudes of disadvantaged people and staff. He/she will need to have the ability to train employees in new and existing policies, regulations and procedures, as well as the ability to counsel staff around job performance and implementation of corrective action. The Supervisor must have excellent oral and writing skills, enabling them to accurately relay information to others.

**Education and Experience**:Three years of experience as a caseworker or investigator in an income maintenance program; preferably with one year of supervisory experience.

**Preferred Experience:** NC FAST experience. North Carolina DSS Income Maintenance Caseworker Experience within the last 5 years.

**Application Process**: Application must be submitted before the closing date to Alexander County Human Resources, 621 Liledoun Road, Taylorsville, NC 28681. Applications can be obtained from Human Resources or downloaded from the County’s website. You may also submit your application online by clicking the “Online Application” link. Only qualified applicants will be referred for an interview.