

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 (293-02-235)

WORKING TITLE

**INCOME MAINTENANCE CASEWORKER, ADULT
MEDICAID 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 Associates, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum, or graduation from high school and two years' experience 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' experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks, or an equivalent combination of training and experience.

DUTIES

Responsible for interviewing individuals seeking medical assistance. Gathers all pertinent data concerning the clients family composition, financial, employment and health status. Verifies all data as required. Maintains required forms and case records. Normal duties require taking applications, processing applications and referring approved cases to redetermination workers. Due to implementation of NC FAST, worker may also be required to perform functions for other eligibility programs, such as Work First and Food Stamps. All information must be coordinated between all eligibility programs/staff and entered/processed into NC FAST according to state mandated timeframes.

This position will also utilize time coordinating Title XIX Medicaid Transportation for clients. Duties will involve verifying Medicaid status of client, assisting in arranging transportation for medical appointments, if client is eligible and scheduling and coordinating trips with transportation provider. Position performs other duties as required.

AVAILABLE

January 2, 2020

POSTED

December 4, 2019 at Wilkes County DSS and NC Works Career Center

CLOSING DATE

December 12, 2019 at 4:30 p.m.

APPLICATION PROCESS

Submit application and transcript of education 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**

J3
12-2-19

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.