**Department**: Department of Social Services

**Position**: IMCW III focus on Adult Medicaid - Repost

**Salary Range**: $33,130.81 - $46,812.97 Salary Grade: 66

**Posting Dates**: August 4, 2020 – August 18, 2020

**Description of Work**: This position will be responsible for interpreting both State and Federal policies, which are frequently changing and assure that they are appropriately applied to each and every situation so that a proper determination of eligibility for Economic Service Programs. Assure accuracy of each case reviewed so that benefits issued are correct and timely to avoid corrective action as well as potential sanctions that could result in a direct cost to the county. Educate staff on the eligibility determination and re-determination process for Economic Services Programs. Assure applications are assigned the appropriated type certification and educate staff to assure they fully understand the process to avoid erroneous issuances and possible fraud situations. Work with staff to prepare hearings summary and attend hearing when clients wish to appeal actions adversely affecting their cases. When caseworker/agency errors are discovered, the IMC III must complete state reports detailing how the benefits were issued incorrectly and work with staff to correct the errors through training and re-training. Collect data and develop training based on needs identified in quality assurance reviews.

**Education and Experience**:Two years of experience as an Income Maintenance Caseworker in North Carolina Department of Social Services; or an equivalent combination of training and experience. Thorough knowledge of all Economic Services programs. Considerable knowledge of all agency and community programs and services. Good mathematical reasoning and computational skills. Ability to read, analyze and interpret a variety of regulations, policies and procedures of varying complexity. Ability to instruct and evaluate the work of lower level employees. Ability to communicate with supervisors, other agency staff, public officials, and the community orally and in written form. 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 functions under and within structured time frames.

**Experience Preferred:** IMCW II in Adult Medicaid

**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.