



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

INCOME MAINTENANCE CASEWORKER II SOCIAL SERVICES

This Position is Full Time with Benefits

VACANCY NUMBER
20-088

HIRING RANGE
\$34,559 – \$41,468

OPENING DATE
October 5, 2020

CLOSING DATE
October 19, 2020

TO APPLY
Please submit your application online at
www.moorecountync.gov

QUESTIONS?
Please call the Moore County Human Resources Office at (910) 947-6362.

OR
You may also visit us at
302 Monroe Street
Carthage, NC 28327.

ESSENTIAL JOB DUTIES:

Performs intermediate technical work involving: determining the eligibility of applicants/recipients to receive assistance under social service income maintenance programs, interviews applicants for assistance to determine their eligibility, securing and verifying necessary social or medical information, makes eligibility decisions, performs intake functions for assigned program, maintains records and files, prepares yearly revisions, processes monthly reports, prepares budgets, manages shelter during emergency situations, performs related tasks as required.

KNOWLEDGE AND SKILL REQUIREMENTS:

- General knowledge of the principles and practices of public social service organizations
- General knowledge of the rules and regulations governing the processing and/or review of applications for income maintenance programs
- Must be able to learn the forms and program procedures
- Must be able to solve problems within scope of responsibility
- Must be able to establish and maintain effective working relationships with clients, associates, and the general public
- Must be able to analyze facts and to exercise sound judgment in arriving at conclusions
- Must be able to communicate complex ideas effectively, orally and in writing
- Must be able to prepare clear and concise reports
- Must be able to establish and maintain effective working relationships with clients, associates, and the general public

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school diploma or GED from an appropriately accredited institution **and (1)** one year of experience as an Income Maintenance Caseworker

Applications for IMC I "work against" will be considered if no qualified IMC II applicants are available. Starting salary for IMC I "work against" is \$30,327.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must be able to obtain Introduction to Human Services Phase I and II certifications within 24 months of employment. Evening classes are held at Sandhills Community College twice a week for six weeks per Phase
- Must possess and maintain a valid North Carolina driver's license.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, and flexible spending accounts
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test, and a post offer physical.

Moore County is an E-Verify Participant