

Warren County Human Resources  
602 West Ridgeway Street  
P.O. Box 619  
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm  
Telephone: (252) 257-7132  
Facsimile: (252) 257-5971  
[www.warrencountync.com](http://www.warrencountync.com)

## EMPLOYMENT OPPORTUNITY WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES RE-POST

**POSITION:** Income Maintenance Caseworker III

**DUTIES:** Provide assistance to Income Maintenance Supervisors II, with the Income Maintenance Programs assigned which include: Food and Nutrition Services (FNS), Adult Medicaid, Family and Children's Medicaid, North Carolina Health Choice, and NC FAST. This position will serve as lead worker over IMC II level income maintenance; provide training for new staff and existing staff regarding policy changes/updates and the NC FAST computer system; conducting second party reviews and covering vacant caseloads as deemed necessary to meet business needs.

**KNOWLEDGE, SKILLS, & ABILITIES:** Considerable knowledge of NC FAST and Social Services programs. Ability to read, analyze, and interpret rules, regulations, and procedures. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations, and procedures. Ability to perform caseworker functions within structured timeframes. Ability to work under pressure and handle multiple tasks are essential.

**EDUCATION/EXPERIENCE:** Two years of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

**SALARY:** \$31,915 - \$51,064 annually

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North Carolina State applications (PD-107) will be accepted until **Friday, January 8, 2021** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 W. Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**

**TDD 1-800-735-2962**

