Burke County Human Resources

 200 Avery Ave

 Morganton, NC 28655

 Job Announcements

  (828) 764-9080

www.co.burke.nc.us

Fax (828) 764-9081

Positions: Income Maintenance Caseworker**:**  **I/II/III Date:** X/XX/XX

Department: Social Services

**Starting** Salary Range: Varies, depending on qualifications (see below) $27,695-$33,661

**Description of Work:**

Income Maintenance Caseworker I, Income Maintenance Caseworker II, Income Maintenance Caseworker III, Income Maintenance Caseworker positions include, but are not limited to: Adult Medicaid, Family & Childrens’ Medicaid, Food & Nutrition, Triage - Economic Services Support.

Interview applicants/recipients and determine initial and ongoing eligibility for various programs according to State and Federal regulations.

**Minimum Experience, Education/Training Requirements:**

Regardless of the posted job title and/or job title of the most recent incumbent, candidates may apply and be considered if they meet the qualifications of one or more of the following Social Worker categories:

**Income Maintenance Caseworker I**

* Graduation from high school, and two (2) years 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, plus at least one (1) year of such experience in an income maintenance program

or

* Graduation from high school, and three (3) years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, the analysis of data, and/or the performance of mathematical or legal tasks

or

* Graduation from an accredited Associate Degree program in either Human Services Technology, Social Services, Paralegal Technology, Business Administration, or closely related curriculum,

 or

* An equivalent combination of education and experience,

**Income Maintenance Caseworker II**

* One year+ of experience as an Income Management Caseworker

or

* An equivalent combination of education and experience,

**Income Maintenance Caseworker III/Lead Worker**

* Two years+ of experience as an Income Management Caseworker

or

* An equivalent combination of education and experience,

**Recruitment Standards and Special Conditions:**

* Must possess exceptional oral and written communication skills
* Ability to make sound, analytical decisions
* Strong attention to detail
* Exceptional organizational and mathematic skills
* Demonstrated skills with Microsoft Office Suite and ability to pick up new computer skills quickly and easily

**Burke County Benefits for benefited positions (sampling):**

* **Free, local health clinic for employees and their BC insurance covered dependents**
* Employer paid healthcare premiums (Blue Cross Blue Shield PPO and/or HSA) for employee coverage
* Dental Insurance
* Free, annual sessions with Employee Assistance Program
* 401(k), 457(b) with first 1 or 2% employee contribution matched by County
* 12 Paid Holidays
* 96 hours Vacation Accrual (2 weeks and 2 days) annually
* 96 hours Sick Leave Accrual (2 weeks and 2 days) annually
* Flexible Dependent Care (Child Care) Spending Account
* Flexible Healthcare Spending Account
* Term Life Insurance
* Whole Life Insurance
* Critical Incident Insurance
* Short Term Disability Insurance
* Retirement Plan/Pension Plan with 5-year vesting

**Application Process:**

Burke County applications can be obtained at the Human Resources office, located at 200 Avery Ave., Morganton, NC 28655, Monday through Friday from 8:00am to 5:00pm, or online at: [www.burkenc.org](http://www.burkenc.org) (Job Openings). The application document should provide a complete work history, including a detailed and thorough list of job duties. College transcripts must be emailed to: hr@burkenc.org, and are required to assist in qualifying applicants. Legible unofficial and/or copied transcripts will be accepted. No additional information will be solicited; therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience.

*Burke County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or the provision of services.*