



BEAUFORT COUNTY DEPARTMENT OF SOCIAL SERVICES
invites applications for the position of:

INCOME MAINTENANCE CASEWORKER III

Position Number 113-02-510

SALARY:
\$38,198.00/Year

OPENING DATE: 02/10/21

CLOSING DATE: 02/24/21 05:00 PM

DESCRIPTION OF DUTIES:



Please Note - All education, including high school, and all employment history must be included in the body of the application for the application to be considered complete.

The primary purpose of this position is to take and process applications, re-determine eligibility and process any other changes in the client's situation for all Income Maintenance programs; Food & Nutrition Services, Family/Children's Medicaid, Adult Medicaid, Family Support Services and any other programs deemed necessary. This position will coordinate training of new caseworkers and will be responsible for second party reviews. This position will assist with the applications and payment process for the Low Income Energy Assistance Program and the Crisis Intervention Program. The position will perform all other duties related to the described work as deemed appropriate and assigned by the Supervisor, Program Director and/or Social Services Director.

KNOWLEDGE, SKILLS AND ABILITIES:



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Thorough knowledge of all agency programs, and community programs and services which could affect the client/applicant. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret rules, regulations and procedures. Ability to communicate with clients/applicants and the public at large to obtain data, and to explain and interpret rules, regulations and procedures. Ability to work independently and prioritize work, and train employees in new and existing rules regulations, policies and procedures. Ability to perform caseworker functions within structured time frames. Must possess good computer skills and have the ability to learn and adapt to new computer programs in an efficient manner.

MINIMUM TRAINING AND EXPERIENCE:



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Two years of experience as an Income Maintenance Caseworker.

SUPPLEMENTAL INFORMATION:



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Application Procedure:

Online Application:

<https://www.governmentjobs.com/careers/beauforddss>

please read and complete all sections of the Application. Incomplete applications will not be considered. Resumes are not accepted in lieu of application.

You can find assistance with creating your account and steps for completing the application process at this site: www.governmentjobs.com/Home/ApplicationGuide

Pre-employment Drug Screening and Criminal Background check will be required as a condition of employment. Valid Driver's License Required.

All employees are called upon to serve shelter duty in times of emergency and/or natural disaster.

Beaufort County is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://co.beaufort.nc.us/departments/human-services/social-services>

Job #113-02-510
INCOME MAINTENANCE CASEWORKER III
BW

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