

VACANCY ANNOUNCEMENT

Date: March 23, 2021

Greene County Department of Social Services

227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE: April 13, 2021

INCOME MAINTENANCE CASEWORKER II - INTAKE - FNS

Position #: 179-02-318 Salary Grade: 63

Salary Range: \$29,957 - \$36,376 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

DESCRIPTION

This position performs the initial application interview to determine eligibility for assistance for all applications taken. This IMC will complete re-determinations of eligibility at regular intervals, reacts to changes for the customer, policy changes or other sources reported to them in a timely manner and also is responsible for training new clients in the use of the Electronic Benefits card to access their benefits. This includes issuing the first card and working with the client to obtain a replacement if necessary. This position must adhere to policy rules and regulations, meet deadlines and complete the work in a timely and accurate manner in all program areas.

EDUCATION AND EXPERIENCE

Associates degree in Human Services Technology, Social Services Associate, Business Administration, Secretarial Science or a closely related curriculum and one year experience as an IMC; or graduation from high school and two years experience as an IMC; or an equivalent combination of education and experience.

HOW TO APPLY

A NC PD107 APPLICATION IS REQUIRED.

You may download the PD-107 application from the Greene County site at www.greencountync.gov/job-listings; select DSS & Health PD107 Application or the NC Office of State Human Resources site.

Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed. Do not write "see resume" in lieu of filling out the education and work history. **Application must be signed to be considered.**

Please mail applications to the attention of Michelle Shackelford at Greene County DSS 227 Kingold Blvd; Suite A Snow Hill, NC 28580. Application may be faxed to (252) 747-7553 or e-mailed to michelle.shackelford@greencountync.gov.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.