



TWO POSITIONS AVAILABLE: Income Maintenance Caseworker II / Position # 221-02-0208
Income Maintenance Caseworker II / Position # 221-02-0251

SALARY RANGE: Income Maintenance Caseworker II - Grade 63 / \$33,266-\$49,899

The Mitchell County Department of Social Services is accepting applications from qualified applicants for two Income Maintenance Caseworker II positions.

The Income Maintenance Unit is responsible for Adult Medicaid, Children's and Family Medicaid Services Energy: CIP, LIEAP, for residents of Mitchell County. The Income Maintenance Caseworker (IMC) is to establish eligibility for Medicaid for individuals who need assistance with healthcare costs for family and children's Medicaid.

DESCRIPTION OF WORK: The person in this position will be responsible for taking applications, recertifications and completing changes in circumstances for Family & Childrens Medicaid. This includes all duties associated with the classification including, but not limited to, interviewing clients, explain program requirements to clients, help client to resolve problems, determine eligibility, calculate allotment amounts, process changes, verify information, and maintain all applicable reports, etc. The worker in this position must adhere to all time frames, proper completion of forms, etc

Work is performed under the supervision of the Income Maintenance Medicaid Supervisor and in accordance with State and Federal regulations for the proper administration of public assistance programs. Work may include other related duties and activities as deemed appropriate and assigned by the Supervisor and/or Director.

RECRUITMENT STANDARDS: Thorough knowledge of income maintenance program assigned. Considerable knowledge of all agency and community programs and services, which affect the client/applicant. General knowledge of all income maintenance programs. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret a variety of regulations, policies and procedure of varying complexity. Ability to work independently and prioritize work. Ability to understand the needs and problems of clients/applicants. Ability to perform caseworker function under and within structured time frames.

MINIMUM EDUCATION AND EXPERIENCE:

Income Maintenance Caseworker II – Grade 63

One year of experience as an Income Maintenance Caseworker: or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Requires strong interpersonal skills, organizational skills and ability to keep accurate, detailed notes on each application or recertification that justifies and explains each action and calculation. Must be able to physically perform the basic life operational functions of standing, walking, fingering/typing, talking, seeing and hearing. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.

How to Apply:

- Complete and submit a State of North Carolina application – Form PD107
- Applications are available on the Human Resources page of the Mitchell County website at www.mitchellcounty.org or request one from Deanna Bradford, Human, Personnel Technician I.
- Submit applications to Deanna Bradford no later than 3 pm on Monday, March 15, 2021.

Mitchell 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 in the provision of services.