

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 - UNIVERSAL

Position #: 179-02-315 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

The primary purpose of this position is to take and process applications and re-determine eligibility for Food and Nutrition Services, Medicaid and Energy programs. The caseworker must evaluate each applicant to determine the needs of the individual or family and make referrals for other services offered within the Department of Social Services and other public and private organizations.

EDUCATION AND EXPERIENCE

Associate degree in Human Services Technology, Social Services Associate, Business Administration, Secretarial Science or 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.