



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

## Income Maintenance Caseworker II- Generalist 3 Positions

Position Numbers 113-02-317, 113-02-329, and 113-02-341

---

**SALARY:**

\$34,979.00 Annually

**OPENING DATE:** 03/09/21

**CLOSING DATE:** 03/23/21 05:00 PM

**DESCRIPTION OF DUTIES:**



**Please note: All education information, including high school, and all employment history should be included in the body of the application for the application to be considered complete.**

The primary purpose of this position is to accept and evaluate client applications to verify eligibility for participation in the Food and Nutrition Services, Family and Children's Medicaid, Adult Medicaid and Family Support Services programs. Work may also involve the redetermination or review of the clients' case on a periodic basis in order to reverify eligibility for continued participation in the program and such other necessary programs as may be dictated by the client's current circumstances. The employee will perform all other appropriate duties related to the described work and such tasks as assigned by the Supervisor, Program Director or Social Services Director.

**KNOWLEDGE, SKILLS AND ABILITIES:**



**Please note: All education information, including high school, and all employment history should be included in the body of the application for the application to be considered complete.**

Considerable 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 perform caseworker functions within structured time frames. Ability to be flexible in work schedules and work environment. 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:**



**Please note: All education information, including high school, and all employment history should be included in the body of the application for the application to be considered complete.**

One year of experience as an Income Maintenance Caseworker (fully qualified), or graduation from high school and three years of clerical or paraprofessional experience involving interviewing; public contact or community work; or graduation from high school and two years of clerical or paraprofessional experience within a social services eligibility program; graduation with a four year degree in a related curriculum, or an equivalent combination of education and experience may qualify in a work against status. Computer skills are needed. **Fluency in Spanish will be considered a plus. Valid Driver's License Required.**

Career Readiness Certificate Preferred-<http://www.crcnc.com/info/JobSeekers.aspx>

#### **SUPPLEMENTAL INFORMATION:**



**Please note: All education information, including high school, and all employment history should be included in the body of the application for the application to be considered complete.**

The Beaufort County Department of Social Services (BCDSS) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, age, disability, genetic information, political affiliation or political influence.

**Please be sure to complete the application in full.** Resumes may be uploaded with your application, but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will *NOT* be accepted and will render your application incomplete.

**Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, Work Experience, and Certificates & Licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.**

Answers to Supplemental Questions are not a substitute for providing all relevant information within the body of your application. In order to receive credit for the supplemental questions, you must provide supporting information within the "Work Experience" section of the application, to support your answers

Degrees must be received from appropriately accredited institutions. Transcripts, and degree evaluations may be uploaded with your application.

To obtain veterans preference, you **must** scan and upload a copy of your DD-214 or discharge orders.

Technical issues submitting your application, please call the **NeoGov Help Line at 855-524-5627.**

Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the BCDSS office for assistance.

If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account and click on "Application Status". Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 – 8 weeks.

It is the policy of Beaufort County that all employees provide proof of employment eligibility (immigration and

naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

**Online Application:** <https://www.governmentjobs.com/careers/beauforddss>

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

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

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

---

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

Job #113-02-341, 329, & 317  
INCOME MAINTENANCE CASEWORKER II-GENERALIST 3  
POSITIONS  
BW

632 West 5th Street  
P.O. Box 1358  
Washington, NC 27889  
252-940-6012

[beaufort.county.dss@beauforddss.com](mailto:beaufort.county.dss@beauforddss.com)

---