**POSITION VACANCY ANNOUNCEMENT**

**CLEVELAND COUNTY GOVERNMENT**

**It’s a great time to be a Cleveland County Employee. We offer *competitive wages*, *exceptional benefits* and *work that matters*!**

**Full Time Employee Benefits Include:**

* Health Plan with $0 Employee only Premium
* HSA Dollars up to $1,100
* Direct Dental Reimbursement Plan
* Employee Wellness Center
* Health Department Pharmacy
* Local Government Retirement Plan
* 5% 401-K/457 Retirement Plan
* Vacation, Sick, Comp & Petty Leave
* Holiday Pay
* YMCA Membership Discounts
* Wellness Programs
* Tuition Reimbursement
* Optional Supplemental Benefits

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**Income Maintenance Caseworker II**

**Medicaid, FNS and Child Daycare Programs**

**With**

**Cleveland County Department of Social Services**

**COMPENSATION/GRADE:** (8) $32,508-$52,014 **Position #** 011**.**508.4250, 011.508.4074,

 011.508.4076

**CLOSING DATE:** August 2, 2021

**JOB DESCRIPTION:**

This position is responsible for determining/redetermining applicant/client eligibility for Income Maintenance programs such as: Medicaid, Special Assistance, Food and Nutrition Services and Child Daycare Services. Work includes interviewing clients to obtain required information, completing initial applications, verifying information obtained, determining eligibility or completing scheduled program reviews. Employees must explain program requirements and options and advise or refer clients to other program services as appropriate.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the program/areas of assignment. General knowledge of all agency 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, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to perform caseworker functions within structured timeframes.

**EXPERIENCE & EDUCATION**

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

**PHYSICAL REQUIREMENTS:**

Position requires the physical ability to communicate verbally by person, phone and in writing. The caseworker must be able to remain seated for long periods of time, and also must be able to maintain an energetic pace to meet numerous demands. She/he must be able to physically perform the basic life support functions of reaching, standing, walking, fingering, grasping, feeling, talking, hearing, and repetitive motions. Must be able to perform sedentary/light work which includes exerting up to 10-20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Must have close visual acuity to prepare and analyze data and figures, use a computer terminal, extensive reading and determine the accuracy, neatness, and thoroughness of the work assigned.

**APPLICATION PROCESS:**

Cleveland County applications must be submitted to the Cleveland County Human Resources online at www.clevelandcounty.com.

**SELECTION PROCESS:**

Selection will be by structured interview. Applications will be reviewed to select the best qualified applicants for admission to a structured interview.

**Allison Mauney, H.R. Director**  **Telephone 704-484-4833**

**This publication lists positions for which applications are currently being accepted. Applications may be obtained at the Human Resources Office or the local Employment Security Commission. Applications are accepted Monday through Friday from 8:00 am to 5:00 pm (except holidays). Applications received after the closing date will NOT be accepted. As a condition of employment, individuals hired by the County are required to present proof of identity and legal eligibility to work in the United States before they can begin work. To insure the County’s commitment to serve its citizens as efficiently as possible, the County will require, as part of the pre-employment screening into all full and part time positions and PRIOR to an official offer being made for employment, a drug test to provide a drug-free environment in which to work, a criminal history check, and a driver’s license check, if applicable. Cleveland County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Cleveland County is an Equal Opportunity Employer.**

**Human Resources**

P.O. Box 1210 • SHELBY, NC 28151

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