

VACANCY ANNOUNCEMENT

Date: July 06, 2021

Greene County Department of Social Services

227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE:

July 20, 2021

INCOME MAINTENANCE CASEWORKER II - INTAKE - Family & Childrens Medicaid

Position #: 179-02-319 Salary Grade: 63

Salary Range: \$29,387 - 37,468 Starting salary may be lower if not fully qualified

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

DESCRIPTION

The purpose of this position is to take and process applications and determine eligibility for Family and Children's Medicaid. The Medicaid program is designed to assist eligible ages, disabled, blind individuals, pregnant women, families and/or children with the cost of medical care. The initial interview is the first step of the application process and it is imperative that this interview is thorough and at the same time the IMC must project a positive attitude toward the customer and the Medicaid program. The IMC must exhibit empathy for each individual situation so the customer may retain their pride and dignity. The IMC must evaluate each applicant to determine their needs and make referrals for other services offered within the Department of Social Services and other public and private organizations. The IMC will determine eligibility for assistance in the appropriate program for all applications taken.

EDUCATION AND EXPERIENCE

Associate Degree in Human Services Technology, Social Services Associate, Business Administration, Secretarial Science, or closely related curriculum and one year of experience as an IMC I, or graduation from high school and two years of experience as an IMC I; or graduation from high school and two years of Income Maintenance experience; 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 and transcripts 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.