**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**INCOME MAINTENANCE SUPERVISOR II**

**DESCRIPTION OF DUTIES:**  This position is responsible for the administrative and technical supervision of Income Maintenance Caseworkers in one of the agencies sub-units of Medicaid. This position supervises the Long-Term Care, Special Assistance, Community Alternatives Program, and PACE Adult Medicaid /Processing and Review Unit. This position is responsible for setting goals, arranging work operations, assigning and balancing workloads, and assuring work is performed accurately and efficiently. This position is responsible for on-the-job-training of all new and existing Income Maintenance Staff assigned to the Unit.

**KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of needs, problems, and attitudes of disadvantaged persons. Knowledge of the use of the public assistance manuals and considerable knowledge of income maintenance programs, forms and documents used in determining eligibility. Knowledge of the agency programs and services, community programs and services which could affect the client/applicant. Considerable knowledge and understanding of planning and budgeting process. General knowledge of basic supervisory/management skills. Skill in instructing, organizing, directing, and supervising lower-level employees.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:**  Three years of experience as a caseworker or investigator in an income maintenance program, preferably with one year of supervisory experience; or an equivalent combination of training and experience.

**APPLICATION PROCESS:** Interested applicants must contact Division of Workforce Solutions (910-887-6950) at 289 Corporate Drive Suite B, Lumberton, NC by 5:00 pm on July 23, 2021.  Applicants not referred by DWS will not be considered. A PD-107 application & copy of legible college transcript (if applicable) must be received at DWS in Lumberton by 5pm on July 23, 2021.  A review of qualifications, employment history and criminal history will determine selections for the structured interview.  Applicant selected will be scheduled for drug testing.  In-house applicants submit application to Tammy Kitson.

**SALARY RANGE:**  $42,384.26 **GRADE:**  71

(Salary based on years of service)

**POSTED: July 8, 2021**

**The Robeson County Department of Social Services is an Equal Opportunity/Affirmative Action Employer.**