

LEE COUNTY DEPARTMENT OF SOCIAL SERVICES

POSITION ANNOUNCEMENT

POSTING: INSIDE/OUTSIDE SOCIAL SERVICES 8/25/2021
POSITION: Income Maintenance Caseworker I (Food Nutrition Services)

DATE AVAILABLE: Immediately
SALARY/GRADE: GRADE 61
RANGE \$31,753.00-49,217.00

DUTIES/RESPONSIBILITIES: This position will be assigned to administer the application process and determine eligibility for Food and Nutrition Services. This worker will be one of two primary intake workers responsible for taking applications from 8:00 AM – 5:00 PM daily as scheduled on the intake calendar. This worker will be responsible for processing benefits for the first month of eligibility for emergency applications and determining ongoing eligibility for each application taken. This worker will be required to interview applicants on a daily basis.

Employees may be called upon in case of disaster, either natural or man-made, to serve the citizens of Lee County. This service, if required, will take precedence over duties described in this position vacancy announcement.

MINIMUM EDUCATION/EXPERIENCE: Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience.

PREFERENCE GIVEN: For bilingual Spanish/English applicant, fluent in speaking and writing both languages.

CLOSING DATE FOR APPLICATIONS: September 7, 2021 by 5:00 PM.

Application Submittal: Complete a NC State Application PD-107 and submit via one of the following:

Online via the Lee County DSS Job Application Page:

<https://leecountync.gov/Departments/HumanResources/Employment/DSSJobApplicationPage>

Mail to or drop off: Lee County DSS, Attention Personnel Office, 530 Carthage Street, P.O. Box 1066, Sanford, NC 27331

Pre-employment drug screening required

LEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER