**LEE COUNTY DEPARTMENT OF SOCIAL SERVICES**

 **POSITION ANNOUNCEMENT**

**POSTED:** Inside/Outside Lee County DSS 8/10/2021

**POSITION:**  Income Maintenance Caseworker II- Child Care Subsidy/Energy/Work First

**DATE AVAILABLE:** Immediately

**SALARY/GRADE:**  Grade 63 -- Range: $34,720.00-53,826.00

\*\*If no qualified IMC II applications are received, we will consider a Work Against position with less than 1 year of IMC I experience.) SALARY/GRADE: IMC I grade 61, Starting Salary $31,933.00

**DUTIES/RESPONSIBILITIES:** This position is located in the Work First, Child Care Subsidy and Energy Unit. The major functions of this position are: taking the child care application by interviewing child care clients by office visits or telephone; processing the application by obtaining information needed to determine eligibility, verifying employment income, evaluating the need for child care, developing a plan of care, issuing a voucher to notify the parent of the parent fee based on gross monthly income, entering changes in NC Fast, maintain the cases by making changes in the parent fee, hours of care, provider changes, add/delete family members, address/phone number changes, type of care, determination and re-determination, and termination of cases. This position works with employed applicants, students, Mental Health staff, school staff, employers, child care providers, WFFA, Medicaid, Food and Nutrition, CPS, Foster Care, Child Support and Program Integrity clients and staff.

This position acts as back up to the primary Work First intake worker and Crisis Intervention worker. The position works under the guidance of the Human Services Coordinator II.

 **Knowledges, 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 instruct and to evaluate the work of lower level employees. Ability to perform caseworker

functions within structured time frames.

**Minimum Training and Experience Requirements** One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

**CLOSING DATE FOR APPLICATIONS/TRANSFERS:** August 8/19/2021, **at 5:00p.m**.

Submit a completed State Application PD-107 and transcript to the attention of Lee County Department of Social Services Personnel Office, 530 Carthage Street, PO Box 1066, Sanford, NC 27331. **NO RESUMES ACCEPTED UNLESS A COMPLETED STATE APPLICATION FORM IS ATTACHED.**

Pre-employment drug screening required

EQUAL OPPORTUNITY EMPLOYER