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**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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**Position #: 011.508.4232**

**Income Maintenance Caseworker III – Energy Assistance**

**Cleveland County Department of Social Services**

**Pay Grade/Compensation Rate: (10) $36,527 - $58,442**

\*\*Compensation will be based on experience\*\*

**Application Closing Date: September 7, 2021**

**Job Description**

The primary responsibility of this position is to assist with the daily tasks and operation associated with the Energy Assistance Programs, Crisis Intervention Programs and Low-Income Energy Assistance Program. Work is performed and supervised under the Income Maintenance Supervisor. Regular office hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday.

**ESSENTIAL FUNCTIONS**

Responsible for monitoring policy updates and providing training for all staff who determine eligibility for CIP and LIEAP.

Completes outreach efforts with community partners, prepares, and sends program updates to the social media contact, news, and radio outlets.

Completes 100% quality review for new staff and random quality reviews for all other staff to ensure accuracy standards are met.

Monitors reports daily to ensure timeliness standards are met.

Assist in the daily payment reconciliation process in coordination with finance staff.

**Knowledge, Skills, and Abilities**

Thorough knowledge of income maintenance program assigned. Considerable knowledge of all agency and community programs and services which could affect the client/applicant. General knowledge of all income maintenance programs. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret a variety of regulations, policies and procedure of varying complexity. Ability to work independently and prioritize work. Ability to instruct arid evaluate the work of lower-level employees. Ability to train employees in new and existing rules, regulations, policies and procedures. Ability to understand the needs and problems of clients/applicants. Ability to perform caseworker function under and within structured time frames.

**Minimum Education & Experience**

Two years of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

**Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions, and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information

at normal spoken word levels, work requires operating machines and observing general surroundings and activities; work is generally in a quiet location (e.g. library, private offices).

**Application Process**

All applicants must submit a completed County Application by the closing date to Cleveland County Human Resources Office online at [www.clevelandcounty.com](http://www.clevelandcounty.com).

**Selection Process**

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

**Human Resources**

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