**Position**: IMCW II Universal Worker (Food & Nutrition, Day Care & Energy)

**Department**: Department of Social Services

**Salary Range**: $30,765.23 - $43,470.46

**Opening Date:** August 16, 2021

**Closing Date:** August 30, 2021

**Responsibilities:**

The employee is responsible for determining applicant eligibility for Food and Nutrition Services, Crisis Intervention Program, Low Income Energy Assistance Program, Emergency Assistance, Temporary Assistance to Needy Families, and Childcare, including intake, processing, and reviewing. The employee should have good judgment, scheduling, and decision-making skills. Work involves in-person client contact and/or telephone contact. Duties include interviewing a client and/or family members to obtain necessary information for an application, redetermination, and changes in the client's situation. Contact persons and various organizations to verify information obtained on the application and/or re-certification form. The employee will conduct verifications according to policy and completes by obtaining all necessary information, evaluating per program policy and procedures to determine eligibility, entering all data into the computer, and notifying clients as to the status of their eligibility. This employee must be efficient and have excellent organizational skills to maintain a current and ever-changing/increasing caseload.

**Qualifications:**

* Associate degree from an accredited 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;
* One year of experience as an Income Maintenance Caseworker is required for level II; all others will be hired at a level I with a corresponding salary grade.

**Who We Are:**

Located in the Foothills region of North Carolina, Alexander County is primarily rural in nature. Bordered by the Brushy Mountains to the north and the Catawba River to the south, residents can enjoy a quiet, more isolated area in the country or a more urban setting with lakeside living. The county is rich with history and demographically distinguished by a small town and several rural communities. Alexander County is governed by a five-member Board of Commissioners who are elected at-large, serving four-year terms, with a general operating budget of $43 million and approximately 700 employees. The County offers a wide range of training opportunities, a supportive work culture, and an excellent benefits package.