**Position**: Income Maintenance Supervisor II – Adult Medicaid

**Department**: Department of Social Services

**Salary Range**: $37,484.26 - $52,964.28

**Opening Date:** October 5, 2021

**Closing Date:** October 19, 2021

**Responsibilities:**

An employee in this class is responsible for the administrative and technical supervision of the income maintenance caseworker staff. The income maintenance programs include the following: FNS, WFFA, Medicaid, Low Income Energy Assistance, Child Day Care, and Crisis Intervention. The employee assigns and balances workloads within the unit and coordinates the overall workflow. The employee is responsible for ensuring that staff adheres to federal and state standards or policies concerning the work required in processing income maintenance cases. Work is performed under the direct supervision of the Economic Benefits Program Manager.

**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; or
* Three years of experience as a caseworker or investigator in an income maintenance program is required.
* One year of supervisory experience is preferred.

**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.