

# VACANCY ANNOUNCEMENT

Date: November 19, 2021

## Greene County Department of Social Services

227 Kingold Blvd; Suite A  
Snow Hill, NC 28580

**CLOSING DATE: December 10, 2021**

### INCOME MAINTENANCE CASEWORKER II - CRISIS INTAKE

Position #: 179-02-320 Salary Grade: 63

Salary Range: \$29,387 - \$37,468 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

### DESCRIPTION

This position will take and process applications for the Crisis Intervention Program (CIP) and Low Income Energy Assistant Program (LIEAP) to determine eligibility, will also and take and process Food & Nutrition Services applications. The worker must evaluate each applicant to determine their needs and make referrals for other services offered within the department and other public organizations. On occasion, this position may be required to maintain a caseload that consist of between 250 and 400 cases on a temporary basis during the absence or vacancy of an IMC II position.

### EDUCATION AND EXPERIENCE

Bachelor's Degree or Associate Degree is preferred but not required. Must have a minimum of a high school education and two years experience in a related field with good public contact experience, interviewing, gathering and compiling data, explaining information, mathematical, reading, communication and comprehension skills.

### HOW TO APPLY

## **A STATE (PD-107) APPLICATION FORM IS REQUIRED.**

You may download the State (PD-107) application form from the Greene County site at:

<https://greenecountync.gov/departments/social-services/>. Select DSS & Health Department PD107 Application or search NCPD107.

**Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed.** Do not write "see resume" in lieu of filling out the education and work history. **Application must be signed to be considered.**

Please mail applications and transcripts to the attention of Michelle Shackelford at Greene County DSS 227 Kingold Blvd; Suite A Snow Hill, NC 28580. Application may be faxed to (252) 747-7553 or e-mailed to [michelle.shackelford@greenecountync.gov](mailto:michelle.shackelford@greenecountync.gov).

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*