**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**INCOME MAINTENANCE CASEWORKER II - QC**

**DESCRIPTION OF DUTIES**: Worker in this position serves as lead worker/quality control unit and assists with limited supervisory responsibility in the Economic Services Unit. This worker will assist in coordinating applicants/clients eligibility for Public assistance and reviewing the work of the IMC-I's to ensure that allowances are correct and complete and the computation is accurate in the Medicaid, FNS, and TANF programs. This position is responsible for assisting in the training of new employees. Periodically this position may assume the responsibility of a caseload.  This position reports to an Income Maintenance Supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES**: Considerable knowledge of the program/area 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 experience as an Income Maintenance Caseworker I; or an equivalent combination of training and experience.

**SELECTION PROCESS**: Interested applicants must contact Division of Workforce Solutions (910-887-6950) at 289 Corporate Drive Suite B, Lumberton, NC by 5:00 pm on December 13, 2021.  Applicants not referred by DWS will not be considered. A PD-107 application & copy of legible college transcript, if applicable, must be received at DWS in Lumberton by 5pm on December 13, 2021.  A review of qualifications, employment history and criminal history will determine selections for the structured interview.  Applicant selected will be scheduled for drug testing.  In-house applicants submit application to Tammy Kitson.

**SALARY**: $35,915.72 (salary based on years of service)                  **GRADE**: 67

**POSTED**: November 29, 2021

**Robeson County Department of Social Services is an Equal Opportunity/Affirmative Action Employer**.