



Income Maintenance Caseworker III-UNC Nash Hospital:
Position Number: 165-02-506

Adult Medicaid Unit- Nash UNC Hospital: The primary purpose of this position is to determine initial eligibility by taking and processing applications for assistance from all programs with expertise in Adult Medicaid and Family and Children programs. Applications are taken and processed in-house at the hospital. Technical expertise is provided to hospital administration and professional staff on issues impacting client eligibility for all medical assistance as provided by the Medicaid program. This position is viewed by the hospital's administrative staff as the primary contact for problem resolution. Position assumes responsibility for the resolution of complex problems where the consequence of action can have a considerable effect on the client, the hospital and/or the agency. Position receives and processes all mail in applications in the Adult Medicaid Program. This worker will utilize the online NC FAST Program, OLV, OVS, manuals, job aides, DSS Administrative letters and terminal messages as appropriate. Worker must provide excellent customer service and maintain accurate documentation and organized electronic records. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the State of North Carolina in accordance with the County Fleet Policy and Employee Safety Program (page 10, section.) Position is in the Rocky Mount office; however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

Thorough knowledge of income maintenance programs assigned. Good mathematical and computational skills. Ability to communicate effectively, both orally and in written form. Ability to work effectively with others and use sound judgement in applying policies, procedures, and training principles. Ability to read, analyze, and interpret rules, regulations, job aides, terminal messages, administrative change notices and procedures. Must possess computer skills sufficient to use NC FAST, NC's online case management system as well as various other search engines and software programs. Must be efficient and have excellent organizational skills.

Starting Salary: \$29,572.00 or possibly higher depending on experience and credentials. **Must have worked at least (2) years in an income maintenance program in a Department of Social Services agency to fully qualify as an IMC III.** Compensation for full-time employees include excellent benefits that total over \$9,000.00 annually.

Application Period: 11/01/2021-Open Until Filled. Posted: Internal, NC Works Career Center, Edgecombe County Website, NC Social Services Jobs, Indeed.com

Interested candidates must complete and submit an Edgecombe County application. You may pick up and submit your application on the 4th floor of the Human Services Building located at 122 E. St. James Street, Tarboro NC 27886. Applications may also be obtained online at www.edgecombcountync.gov or at the County Human Resources Office on the 4th Floor of the County Administration Building-201 S. Andrews Street, Tarboro NC 27886. Incomplete or unsigned applications will not be considered. **Transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.**

Please **mail** completed applications to: Personnel Office, Edgecombe County Department of Social Services, P. O. Box 370, Tarboro NC 27886 or drop it off on the 4th floor of the Human Services Building located at 122 E. St. James Street, Tarboro NC 27886.

Preferences: Prefer applicants with strong computer skills and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply. **We support a drug free work environment. A pre-employment drug screening and criminal background check is required.**
AA/EOE