



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

INCOME MAINTENANCE CASEWORKER II SOCIAL SERVICES

This Position is Full Time with Benefits

VACANCY NUMBER

21-135

HIRING RANGE

\$34,559 - \$41,468

OPENING DATE

December 3, 2021

CLOSING DATE

December 17, 2021

TO APPLY

Please submit your application online at www.moorecountync.gov

QUESTIONS?

Please call the Moore County Human Resources Office at (910) 947-6362.

OR

You may also visit us at 302 Monroe Street Carthage, NC 28327.

ESSENTIAL JOB DUTIES:

The primary purpose of this position in the Food and Nutrition Services, Adult Medicaid, Family and Children's Medicaid, or Work First Family Assistance (WFFA) unit is to interview, document, verify, and disposition applications and reviews. The caseworker is to respond to all questions and inquiries from clients and the public regarding policy for the respective program. The worker is responsible for reacting to changes in situation and to re-evaluate ongoing cases at the end of the six (6) and twelve (12) months certifications for continued eligibility. This position is also responsible for assisting clients and the general public to determine their potential eligibility for any aid program category, based on their particular need. Performs related duties as required.

KNOWLEDGE AND SKILL REQUIREMENTS:

- General knowledge of the principles and practices of public social service organizations
- General knowledge of the rules and regulations governing the processing and/or review of applications for income maintenance programs
- Must be able to learn the forms and program procedures
- Must be able to solve problems within scope of responsibility
- Must be able to analyze facts and to exercise sound judgment in arriving at conclusions
- Must be able to communicate complex ideas effectively, orally and in writing
- Must be able to prepare clear and concise reports
- Must be able to establish and maintain effective working relationships with clients, associates and the general public

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Diploma or GED from an accredited institution **and** (1) one year of experience as an Income Maintenance Caseworker

*****Applications for IMC I "work against" will be considered if no qualified IMC II applicants are available. Starting salary for IMC I "work against" is \$31,346.**

LICENSE AND CERTIFICATION REQUIREMENTS:

- Ability to obtain "Introduction to Human Services Phase I and Phase II" classes preferred.
- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a background check, drug test, and post offer physical.

Moore County is an E-Verify Participant