

VACANCY ANNOUNCEMENT

Date: January 11, 2022

Greene County Department of Social Services

227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE: February 01, 2022

INCOME MAINTENANCE CASEWORKER II - FAMILY & CHILDREN'S MEDICAID

Position #: 179-02-316 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

The purpose of this position is to determine the eligibility and continuing eligibility of individuals who receive Family & Children's Medicaid based on Medicaid policy and regulations. The position involves constant contact with the public. Duties include: Interviewing clients, computing budgets to determine eligibility for assistance, verifying factors that relate to ongoing eligibility such as income, residence, ownership of property, etc., explaining the program to applicants and to the public, maintaining an ongoing caseload of Medicaid cases, coordinating with other agencies and organizations such as the hospital, health department and child support agency, maintaining statistical information, computer generated forms and other assistance to families and children. This position also serves on a rotational basis within the unit to provide intake services.

EDUCATION AND EXPERIENCE

Graduation from a four-year college/university; or graduation from an accredited associate degree program in Human Services Technology, Social Services Associates, Paralegal Technology, Business Administration, Secretarial Science or a closely related curriculum; or graduation from high school and two years paraprofessional, clerical or other public contact experience which include negotiating, interviewing, explaining information, gathering and compiling 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 experience which include negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks; or an equivalent combination of training and experience.

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

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.