**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**INCOME MAINTENANCE CASEWORKER II**

**DESCRIPTION OF DUTIES**: This position is responsible for the total process of determining and/or redetermining eligibility for persons who are in need of medical and/or financial assistance for themselves and their families.  Position performs intake and review functions within the agency for Adult Medicaid, Community Alternatives Program, and Special Assistance Programs.    This employee must explain program(s) requirements and options and advise or refer clients to other program services as appropriate. 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.

**APPLICATION PROCESS:** Interested applicants must contact Division of Workforce Solutions (formerly Employment Security Commission) at 289 Corporate Drive Suite B, Lumberton, NC by 5:00 pm on March 7, 2022.  Applicants not referred by DWS will not be considered. Please submit an original N.C. State Application (PD-107). A review of qualifications, employment history and criminal history will determine who is selected for the structured interview.  Applicant selected will be scheduled for drug testing.  In house applicants submit application to Tammy Kitson.

**SALARY**: $35,915.72                              **GRADE**: 67

 (salary based on years of service)

**POSTED**:  February 4, 2022

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