**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**INCOME MAINTENANCE SUPERVISOR I**

**DESCRIPTION OF DUTIES:**  This position is responsible for the administrative and technical supervision of Income Maintenance Caseworkers in one of the agencies sub-units of Medicaid. This position supervises the Adult PLA Intake/Processing and Review Unit. This position is responsible for setting goals, arranging work operations, assigning and balancing workloads, and assuring work is performed accurately and efficiently.

**KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of needs, problems, and attitudes of disadvantaged persons. Knowledge of the use of the public assistance manuals and considerable knowledge of income maintenance programs, forms and documents used in determining eligibility. Knowledge of the agency programs and services, community programs and services which could affect the client/applicant. Considerable knowledge and understanding of planning and budgeting process. General knowledge of basic supervisory/management skills. Skill in instructing, organizing, directing, and supervising lower-level employees.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:**  Three years of experience as a caseworker or investigator in an income maintenance program, preferably with one year of supervisory experience; 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 RANGE:**  $39,597.09 **GRADE:** 69

*In-house salary based on years of service*

**POSTED:**  February 4, 2022

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