

Employment Opportunity

Halifax County North Carolina

"Where the Spirit of Independence was Born"



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<http://www.halifaxnc.com>

Income Maintenance Caseworker II (Adult Medicaid)

Department of Social Services

Posting # 631084-2454

Description: The person in this position will perform tasks to determine the initial and on-going eligibility for individuals applying for private living arrangements, nursing home care (LTC), rest home/special assistance (SA), and Community Alternative Program (CAP). This position is also responsible for determining eligibility for the Work First Emergency Assistance and the Energy Programs. Applications are accepted and processed; interviews conducted with clients; eligibility requirements explained; and required letters, monthly reports, and forms are prepared.

Requirements: Any combination of education and experience equivalent to graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; **OR** graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of 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 included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks. **Note: In accordance with State mandates and the Halifax County Emergency Operations Plan, Halifax County Social Services staff are required to staff emergency shelters during times of disaster. Please be advised that every staff person is eligible to be assigned to an emergency shelter or Emergency Operations Center.**

Compensation: The hiring range for this position is \$29,756 - \$37,675. Halifax County provides a comprehensive employee benefits package, including membership in the N.C. Local Government Employees' Retirement System.

Application

Requirements: An official completed Halifax County Application for Employment (HR1107) and college transcripts are required to fully evaluate your qualifications for this position. The completed application and supplemental materials must be received by 5:00 p.m. on or before the closing date; postmarks will not be accepted. All portions on the application, as they relate to your background, must be fully completed. Applications may not refer to a resume' or other enclosed documents (i.e. "see resume" or "see attached"), nor will these items be accepted in lieu of a completed application. We will be unable to consider incomplete submissions for this position. Unofficial transcripts (e.g. student copies) are acceptable for application purposes. If selected for employment, official transcripts will be required. A criminal background check will be required prior to hiring.

Closing Date: Tuesday, February 15, 2022

Apply To: Halifax County Human Resources Management
26 North King Street (*next to the Historic Courthouse*)
Post Office Box 646
Halifax, North Carolina 27839-0646
Telephone: (252) 583-1688

****Applicants That Do Not Meet the Full Qualification Requirements, May Be Offered a Trainee or Work/Against Appointment** (only for positions that are work against eligible)**

Halifax County is a drug-free workplace. A pre-employment drug test will be required of this position with the results being received (negative) prior to the first day of employment. In compliance with the Immigration Reform and Control Act of 1986, we will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

EOE/M/F/V/D