**POSITION VACANCY ANNOUNCEMENT**

**CLEVELAND COUNTY GOVERNMENT**

**It’s a great time to be a Cleveland County Employee. We offer *competitive wages*, *exceptional benefits* and *work that matters*!**

**Full Time Employee Benefits Include:**

* Health Plan with $0 Employee only Premium
* HSA Dollars up to $1,100
* Direct Dental Reimbursement Plan
* Employee Wellness Center
* Health Department Pharmacy
* Local Government Retirement Plan
* 5% 401-K/457 Retirement Plan
* Vacation, Sick, Comp & Petty Leave
* Holiday Pay
* YMCA Membership Discounts
* Wellness Programs
* Tuition Reimbursement
* Optional Supplemental Benefits

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**Income Maintenance Caseworker II**

**Medicaid, FNS and Child Daycare Programs**

**With**

**Cleveland County Department of Social Services**

**Grade: 8**

**COMPENSATION: $16.25/HR - $26.01/HR Position #** 011**.**508.4076

**\*\*Compensation will be based on experience\*\***

**CLOSING DATE: March 21, 2022**

**JOB DESCRIPTION:**

The primary responsibility of this position is to determine/redetermine eligibility for Income Maintenance programs such as: Medicaid, Special Assistance, Food and Nutrition Services and Child Daycare Services. Employees must explain program requirements and options and advise or refer clients to other program services as appropriate, and related work as apparent or assigned. Work is performed and supervised under Income Maintenance Supervisor II. The normal work schedule includes Monday-Friday 8:00AM-5:00PM.

**ESSENTIAL FUNCTIONS:**

Completes intake, processing, and review for one of the Income Maintenance Programs which includes but not limited to obtaining all pertinent data concerning the clients’ family composition, financial, employment and health status, processing a clients’ application through the verification of all information obtained during intake, and completing redetermination or review of the clients’ case on a periodic basis, in order to reverify the client’s eligibility for continued participation in an Income Maintenance Program.

Provide information to clients with varying levels of understanding on program requirements. Work directly or indirectly with the client, clients' family or representative to gather and verify any information necessary to determine clients' eligibility for the program(s).

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of income maintenance program assigned. Considerable knowledge of all agency and community programs and services which could affect the client/applicant. Excellent mathematical reasoning and computational skills. Ability to read, analyze, and interpret a variety of regulations, policies, and procedure of varying complexity. 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 perform caseworker functions within structured timeframes.

**EXPERIENCE & EDUCATION**

Graduation from high school or GED and 2 years of clerical, human services casework experience, customer service and/or public contact experience. Experience should include any of the following: negotiating, interviewing, connecting individuals to resources, meeting deadlines, explaining information, gathering, and compiling of data, analysis of data and/or performance of mathematical or legal tasks; or graduated with an associate’s degree and 1 year of clerical, human services casework experience, customer service and/or public contact experience. Experience should include any of the following: negotiating, interviewing, connecting individuals to resources, meeting deadlines, explaining information, gathering, and compiling of data, analysis of data and/or performance of mathematical or legal tasks; or graduated with a bachelor’s degree. \*

**PHYSICAL REQUIREMENTS:**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of thespoken word; hearing is required to perceive information at normal spoken word levels; work requires operating machines and observing general surroundings and activities; work is generally in a quiet location (e.g. library, private offices).

**APPLICATION PROCESS:**

Cleveland County applications must be submitted to the Cleveland County Human Resources online at www.clevelandcounty.com.

**SELECTION PROCESS:**

Selection will be by structured interview. Applications will be reviewed to select the best qualified applicants for admission to a structured interview.

**Allison Mauney, H.R. Director**  **Telephone 704-484-4833**

**This publication lists positions for which applications are currently being accepted. Applications may be obtained at the Human Resources Office or the local Employment Security Commission. Applications are accepted Monday through Friday from 8:00 am to 5:00 pm (except holidays). Applications received after the closing date will NOT be accepted. As a condition of employment, individuals hired by the County are required to present proof of identity and legal eligibility to work in the United States before they can begin work. To ensure the County’s commitment to serve its citizens as efficiently as possible, the County will require, as part of the pre-employment screening into all full and part time positions and PRIOR to an official offer being made for employment, a drug test to provide a drug-free environment in which to work, a criminal history check, and a driver’s license check, if applicable. Cleveland County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Cleveland County is an Equal Opportunity Employer.**

**Human Resources**

P.O. Box 1210 • SHELBY, NC 28151

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