

# \*Reposted Positions



BEAUFORT COUNTY DEPARTMENT OF SOCIAL SERVICES  
invites applications for the position of:

## **Income Maintenance Caseworker II- Generalist- Two Positions- REPOSTS**

Positions 113-02-324 & 113-02-332

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### **SALARY:**

See Position Description

**OPENING DATE:** 07/14/22

**CLOSING DATE:** 07/28/22 05:00 PM

### **DESCRIPTION OF DUTIES:**

*These are reposted positions. Previous applicants will be considered.*



*Please note: All education, including high school, and full employment history should be included in the body of the application for the application to be considered complete.*

### **Salary:**

**\$34,307 IMC I (less than 1 year experience – work against status)**

**Hiring rate - \$37,463 for fully qualified applicants**

**After successful completion of one-year probationary period - \$39,336**

The primary purpose of this position is to accept and evaluate client applications to verify eligibility for participation in the Food and Nutrition Services, Family and Children's Medicaid, Adult Medicaid and Family Support Services programs. Work may also involve the redetermination or review of the clients' case on a periodic basis in order to reverify eligibility for continued participation in the program and such necessary programs as may be dictated by the client's current circumstances. The employee will perform all other appropriate duties related to the described work and such tasks as assigned by the supervisor, Program Director or Social Services Director.

### **KNOWLEDGE, SKILLS AND ABILITIES:**



*Please note: All education, including high school, and full employment history should be included in the body of the application for the application to be considered complete.*

Considerable knowledge of all agency programs, 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 and the public at large to obtain data, and to explain and interpret rules, regulations and procedures. Ability to perform caseworker functions within structured time frames. Ability to be flexible in work schedules and work environment. Must possess good computer skills and have the ability to learn and adapt to new computer programs in an efficient manner.

### **MINIMUM TRAINING AND EXPERIENCE:**



**Please note: All education, including high school, and full employment history should be included in the body of the application for the application to be considered complete.**

One year of experience as an Income Maintenance Caseworker (fully qualified), or graduation from high school and three years of clerical or paraprofessional experience involving interviewing; public contact or community work; or graduation from high school and two years of clerical or paraprofessional experience within a social services eligibility program; graduation with a four year degree in a related curriculum, or an equivalent combination of education and experience may qualify in a work against status.

Preferred Qualifications:

Computer skills are needed.

**Fluency in Spanish will be considered a plus.**

Career Readiness Certificate (silver Certification or higher preferred) -

<http://www.crcnc.com/info/jobSeekers.aspx> (<http://www.crcnc.com/info/JobSeekers.aspx>)

**SUPPLEMENTAL INFORMATION:**



**Please note: All education, including high school, and full employment history should be included in the body of the application for the application to be considered complete.**

**Application Procedure:**

**Online Application:** <https://www.governmentjobs.com/careers/beaufortdss> please read and complete all sections of the application. Incomplete applications will not be considered. Resumes are not accepted in lieu of application.

You can find assistance with creating your account and steps for completing the application process at this site: [www.governmentjobs.com/Home/ApplicationGuide](http://www.governmentjobs.com/Home/ApplicationGuide)  
(<https://www.governmentjobs.com/Home/ApplicationGuide>)

Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the BCDSS office for assistance.

If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

**Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account and click on "Application Status". Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 – 8 weeks.**

Pre-employment Drug Screening and Criminal Background check will be required as a condition of employment. Valid Driver's License required.

All employees are called upon to serve shelter duty in times of emergency and/or natural disaster.

**Beaufort County is an Equal Opportunity Employer**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://co.beaufort.nc.us/departments/human-services/social-services>

Job #113-02-332 & 324  
INCOME MAINTENANCE CASEWORKER II- GENERALIST- TWO  
POSITIONS- REPOSTS  
BW

632 West 5th Street  
P.O. Box 1358  
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252-940-6012

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