**EMPLOYMENT OPPORTUNITY**

**COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES**

**August 3, 2022**

**POSITION: INCOME MAINTENANCE SUPERVISOR II**

**AVAILABLE: Immediately**

**Salary: $40,938 – $58,483**

**Hiring Rate: $38,989 – (Fully Qualified) POSITION #: 147-02-808**

**Closing Date: August 17, 2022**

**This position provides supervision for LTC, CAP, SAAD, Medicaid Transportation, and Housekeeping.**

**REQUIREMENTS:**

**KNOWLEDGE, SKILLS AND ABILITIES- Considerable knowledge of all income**

**maintenance programs, forms and documents used in determining eligibility.**

**Considerable knowledge of the use of the income maintenance manuals.**

**Considerable knowledge of needs, program and attitudes of disadvantaged persons.**

**General knowledge of all agency programs and services. General knowledge of**

**community services and programs which could affect the client/applicant. General**

**knowledge of the budget process. Good mathematical, reasoning, and**

**computational skills. Ability to instruct, organize, direct, and supervise lower level**

**employees. Ability to learn basic supervisory/management skills. Ability to**

**communicate effectively with workers, supervisors, applicants and community**

**agencies to obtain pertinent data and to interpret rules and regulations. Ability to**

**present information orally and in written form.**

**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.**

**Columbus County is an Equal Opportunity Employer**

**FINAL APPLICANTS SUBJECT TO PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK.**

**Please Submit** [Columbus County](https://www2.columbusco.org/personnel/application.pdf) **Application to:**

Columbus County NCWorks Career Center

Southeastern Community College

4564 Chadbourn Hwy., A-Building

Whiteville, NC  28472