**HYDE COUNTY DEPARTMENT OF SOCIAL SERVICES**

**REMOTE POSITION AVAILABLE**

**POSITION: Income Maintenance Caseworker II – Full Time, Remote Position**

**SALARY: DOE (Depends on Experience)**

**CLOSING DATE: Open until Filled**

**Tired of enormous caseloads and feeling like there’s never enough time to complete your tasks? Then this position is for you! Average caseloads are about 500 per caseworker; monthly recerts average 30, and 5 applications per month. If this is enticing to you, then please submit a state application PD-107 to Laurie Potter, Director; Hyde County Department of Social Services; P. O. Box 100; Engelhard, N.C. 27885. County Benefits can be explored on the county website and are part of this opportunity as well!**

**JOB DESCRIPTION**

**This position will be responsible for the screening, taking, and redetermining applications in the Economic Department of Social Services. Duties include interviewing clients, processing new applications, verifying information, completing scheduled eligibility reviews, and maintaining a caseload. In the intake process the employee will be responsible for obtaining all pertinent data concerning the clients’ family composition, financial employment, and health status. The applicant must be knowledgeable about other resources in the agency, county, and state. Accurate record keeping is required, and the applicant must have the ability and skill to understand rules and regulations of the programs. Employee may be in needed in office occasionally for trainings, meetings, etc.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Employee must have considerable knowledge of the Income Maintenance Program assigned, general knowledge of all agency 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, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations, and procedures. Ability to perform casework functions within structured time frames.**

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:**

**One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience. Applicant must have a valid NC Driver’s License and a reliable vehicle for travel. Travel may involve overnight out of the county for training purposes.**

**HYDE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**