

EMPLOYMENT OPPORTUNITY
COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES

November 14, 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: November 29, 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](#) Application to:

Columbus County NCWorks Career Center
Southeastern Community College
4564 Chadbourn Hwy., A-Building
Whiteville, NC 28472