

# VACANCY ANNOUNCEMENT

Date: January 04, 2023

## Greene County Department of Social Services

227 Kingold Blvd; Suite A  
Snow Hill, NC 28580

**CLOSING DATE: Until Filled**

### INCOME MAINTENANCE CASEWORKER II - FNS

Position #: 179-02-307 Salary Grade: 63

Hiring Salary: \$32,935 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

### DESCRIPTION

This position takes and processes applications and re-determines eligibility for Food & Nutrition Services. The position will evaluate each applicant to determine their needs and make referrals for other services offered within the department and other public organizations, complete re-determinations of eligibility at regular intervals, react to changes for the client, policy and other sources in a timely manner. The position has a caseload that consists of between 450 and 500 cases. This position will assist with the Low Income Energy Program during the fall.

### EDUCATION AND EXPERIENCE

Associates degree in Human Services Technology, Social Services Associate, Business Administration, Secretarial Science or a closely related curriculum and one year experience as an IMC; or graduation from high school and two years experience as an IMC; or an equivalent combination of education and experience.

### HOW TO APPLY

## A STATE (PD-107) APPLICATION FORM IS REQUIRED.

You may download the State (PD-107) application form from the Greene County site at:

<https://greenecountync.gov/departments/social-services/>. Select DSS NCPD107 Job Application.

**Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed.** Do not write "see resume" in lieu of filling out the education and work history. **Application must be signed to be considered.**

Please mail applications and transcripts to the attention of Shelvia Ashford at Greene County HR 229 Kingold Blvd; Suite D Snow Hill, NC 28580. Application may e-mailed to [shelvia.ashford@greenecountync.gov](mailto:shelvia.ashford@greenecountync.gov).

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*