

EMPLOYMENT OPPORTUNITY
COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES

January 20, 2023

POSITION: IMC II (*Will accept an IMC I work-against an IMC II for one year*)
AVAILABLE: **Immediately**
SALARY: \$34,198 – \$48,854 (For qualified IMC II)
Hiring Rate: \$32,570
POSITION NUMBER: 147-02-333
CLOSE DATE: February 2, 2023

Description: The primary purpose of this position is to interview clients for the Economic Service Programs of Medicaid and Food and Nutrition as they present to the agency. This would involve answering questions the client/recipient may have about their application that was already made or the benefits they are already receiving. This would also include being involved in making basic changes to the client's case as changes were presented at the agency. Making basic changes would involve interviewing clients to obtain pertinent data concerning the clients' family composition, financial, employment and health status. This position would also need to be knowledgeable of how these changes impact the eligibility of the case. Employee must explain program requirements and options and advise or refer clients to other program services as appropriate. This worker must be a team player and have excellent communication skills. When not seeing clients that present to the agency, this position would help in areas in Adult Medicaid, Family & Children's Medicaid and the Food & Nutrition Program at the discretion of the supervisor.

REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITIES-Considerable knowledge of the program/area(s) of assignment. 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 caseworker functions within structured time frames.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS TO QUALIFY AS AN INCOME MAINTENANCE CASEWORKER II

One year of experience as an Income Maintenance Caseworker OR Social Service Eligibility Specialist

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS TO QUALIFY AS AN INCOME MAINTENANCE CASEWORKER I WORK-AGAINST AN INCOME

MAINTENANCE CASEWORKER II FOR ONE YEAR

Graduation from a four-year college/university or Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration or Secretarial Science or a closely-related curriculum, or, Graduation from high school and two years of paraprofessional, clerical or other public contact experience which includes: negotiating, interviewing, explaining information, gathering and compiling of data, or analysis of data and/or the performance of mathematical or legal task and a least one year of such experience being in an income maintenance program, or, Graduation from high school and three years of paraprofessional, clerical or other public contact experience which includes: negotiating, interviewing, explaining information, gathering and compiling of data, or analysis of data and/or the performance of mathematical or legal tasks.

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