

VACANCY ANNOUNCEMENT

Date: January 23, 2023

Greene County Department of Social Services

227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE: Until Filled

INCOME MAINTENANCE CASEWORKER III - LEAD WORKER

Position #: 179-02-501 Salary Grade: 65

Hiring Salary: \$36,104 Starting salary may be lower if not fully qualified

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

DESCRIPTION

The primary purpose of this position is to serve as lead worker by assisting the supervisor, training new IMC's, assisting in interviewing and processing applications and reviews. This position conducts second party reviews on Food and Nutrition Services, Energy, Program Integrity and Work First to monitor compliance with State and Federal regulations. This worker will also answer general inquiries by telephone or in person and make referrals to other programs or agencies in the community.

EDUCATION AND EXPERIENCE

Two years as an Income Maintenance Caseworker; or an equivalent combination of training 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.

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.