



Macon County Department of Social Services

Lakeside Government Complex
1832 Lakeside Drive
Franklin, North Carolina · 28734-6778
Tel: 828-349-2124 · Fax: 828-349-2401
<https://www.maconnc.org/>

R. Patrick Betancourt
Director

POSITION: Income Maintenance Caseworker II or IMC I in a work against status

POSITION #: 211-02-206 / 5300110

ANNOUNCEMENT DATE: February 17, 2023 **CLOSING DATE:** Until Filled

SALARY RANGE: Grade 22 IMC I in a work against status **\$30,761.12 plus Premium Pay Opportunity**
Grade 24 IMC II **\$33,914.14 plus Premium Pay Opportunity**

RESPONSIBILITIES: This position is in the Adult Medicaid, and Work First Unit and conducts and correctly determines the applicant's eligibility for Adult Medicaid, and Crisis/LIEAP Intervention Program within NC FAST. The employee is responsible for interviewing applicants to gather data according to a pre-determined format; obtains necessary verifications, requests medical information inspects documents; which when verified, forms the basis for determining eligibility for any one of several public assistance programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

IMC I: Good mathematical reasoning and computational skills. Ability to communicate with clients, applicants, and the public to obtain data, and to explain and interpret rules, policies, and procedures. Ability to understand the needs and problems of clients/applicants. Ability to learn the program area of assignment and all agency programs and services which could affect the client/applicant.

IMC II: Considerable knowledge of the program/areas 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 instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within structured time frames.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: College education or High School graduation and 2 years of specific experience of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance in mathematical or legal tasks with at 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 included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or equivalent combination of training and experience. Exemplified computer proficiency is a must to this IMC II role.

One year of experience as an Income Maintenance Caseworker is required for level II, all others will be hired at level I with a corresponding salary grade.

PLEASE NOTE – If you are applying for a position with Macon County Department of Social Services, please be aware there is a skills assessment to be completed as part of the application process. Please contact NCWorks Macon County for more information.

SELECTION PROCEDURES: A screening committee will review applications to select the best qualified applicants to be interviewed.

HOW TO APPLY: A completed State of NC Application PD-107 (<https://maconnc.org/images/PD107-2022.pdf>) and, if needed, PD-107 Continuation Sheet must be submitted to NC Works at 5 West Main Street, Franklin, NC 28734. Please include three references and an email address.

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER