EMPLOYMENT OPPORTUNITY
COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES

February 14, 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: **147-02-324** (FNS-Review) **147-02-319** **147-02-1303** (Intake)
Close Date: **February 28, 2023**

REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITIES - Considerable knowledge of the program/area(s) of assignment (FNS). 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