

EMPLOYMENT OPPORTUNITY
COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES

February 22, 2023

POSITION: IMC III (*Will accept an IMC work-against*)
Available: Immediately
SALARY: \$37,415 – \$53,454 Annually (For fully-qualified)
Hiring Rate: \$35,635 - (For fully-qualified)
POSITION #: 147-02-304
Close Date: March 8, 2023

The primary purpose of this position is to intake, determine initial eligibility and to Re-determine ongoing eligibility for assistance through Medicaid programs including Medicaid to the Aged, Blind and Disabled (MAABD); Medicaid for persons in Long Term Care Facilities (LTC); Medicaid for Community Alternatives Program (CAP); Special Assistance to Adults in Domiciliary Facilities and In-Home Special Assistance (SAABD) and all categories of Medicaid to Qualified Beneficiaries (MQB-Q, MQB-B, and MQB-E).

REQUIREMENTS:

KNOWLEDGES, SKILLS AND ABILITIES- Thorough knowledge of income maintenance program assigned. Considerable knowledge of all agency and community programs and services which could affect the client/applicant. General knowledge of all income maintenance programs. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret a variety of regulations, policies and procedure of varying complexity. Ability to work independently and prioritize work. Ability to understand the needs and problems of clients/applicants. Ability to perform caseworker function under and within structured time frames.

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

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 ad 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.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS FOR FULL QUALIFICATION - Two years of experience as an Income Maintenance Caseworker.

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