

EMPLOYMENT OPPORTUNITY
COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES

March 24, 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: 147-02-324 147-02-319

Close Date: April 6, 2023

REQUIREMENTS:

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

FINAL APPLICANTS SUBJECT TO PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK.

Columbus County is an Equal Opportunity Employer

APPLICATION PROCESS:

All applications must include a signed [Columbus County Application](#).

Completed applications must be submitted to the Columbus County DSS or the Administration Office of Columbus County. Applications may be dropped off or mailed to, Administration Office, 127 W Webster Street, Whiteville, NC 28472 or Columbus County DSS, 40 Government Complex Rd, PO Box 397, Whiteville, NC 28472 (Attn: Nola Wiles); by fax to Nola Wiles at 910-641-0350 or email applications to nwiles@columbusco.org Any questions please contact Nola Wiles at 910-641-3233.

Incomplete applications or applications received after 5:00 p.m. on the closing date will not be accepted.

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Verification for education and work experience is taken solely from information listed on the Columbus county application. Applicants will not automatically be given credit based on their position title.