



**BEAUFORT COUNTY DEPARTMENT OF SOCIAL SERVICES**  
invites applications for the position of:

## **Income Maintenance Caseworker II-Two Positions**

113-02-302 and 312

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**SALARY:**  
\$37,463.00/Year

**OPENING DATE:** 03/30/23

**CLOSING DATE:** 04/13/23 05:00 PM

**DESCRIPTION OF DUTIES:**

***TWO POSITIONS AVAILABLE***

***Please note: All education information, including high school, and all employment history should be included in the body of the application for the application to be considered complete.***

***Hiring Rate - \$37,463 for fully qualified applicant***

***After successful completion of one-year probationary period - \$39,336***

***Hiring rate for IMC I (less than one year experience/ work against status) - \$34,307***

***PAID OVERTIME/ 401K Matching / NC State Health Plan***

The primary purpose of this position is to take and process all types of assistance applications, re-determine eligibility and process and react to any changes in the client's situation. The Income Maintenance Team is comprised of three different units. Income Maintenance Team I, responsible for Family and Children's Medicaid, Child Care, Work First Family Assistance, Emergency Assistance and Medicaid Transportation. Income Maintenance Team II, responsible for Adult Medicaid, Special Assistance and Long-Term Care. Income Maintenance Team III, responsible for Food and Nutrition Services, Crisis Intervention and Low-Income Energy Assistance Program. Although the worker will be assigned to a specific team, at any given moment the worker may be asked to work in a unit they are not currently assigned to. This position interviews, verifies information, opens and determines or re-determines eligibility for all programs that are either new applications or that are applications where there has been a lapse in the certification period. This position also interviews, verifies information, reopens and determines eligibility for all cases that reapply when there has been no lapse in the certification period. This position documents, verifies and updates all changes in the client's situation. This position has the responsibility of satisfying all federal and state mandated verifications as well as any questionable data.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of all agency programs, and community programs and services which could affect the client/applicant. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret a variety of regulations, policies, and procedures of varying complexity. Ability to communicate with clients/applicants and the public at large to obtain data, and to explain and interpret regulations, policies, and procedures. Ability to perform caseworker functions within structured time frames. Ability to be flexible in work schedules and work environment. Must possess good computer skills and have the ability to learn and adapt to new computer programs in an efficient manner.

**MINIMUM TRAINING AND EXPERIENCE:**

One year of experience as an Income Maintenance Caseworker (fully qualified), or graduation from high school and three years of clerical or paraprofessional experience involving

interviewing; public contact or community work; or graduation from high school and two years of clerical or paraprofessional experience within a social services eligibility program; graduation with a four year degree in a related curriculum, or an equivalent combination of education and experience may qualify in a work against status. Computer skills are needed. **Fluency in Spanish will be considered a plus.** Valid driver's license required. Career Readiness Certificate preferred.

### **SUPPLEMENTAL INFORMATION:**

The Beaufort County Department of Social Services (BCDSS) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, age, disability, genetic information, political affiliation or political influence.

**Please be sure to complete the application in full.** Resumes may be uploaded with your application, but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will *NOT* be accepted and will render your application incomplete.

Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, work experience, and certificates & licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.

Answers to Supplemental Questions are not a substitute for providing all relevant information within the body of your application. In order to receive credit for the supplemental questions, you must provide supporting information within the "Work Experience" section of the application, to support your answers

Degrees must be received from appropriately accredited institutions. Transcripts, and degree evaluations may be uploaded with your application.

To obtain veterans preference, you **must** scan and upload a copy of your DD-214 or discharge orders.

Technical issues submitting your application, please call the **NeoGov Help Line at 855-524-5627**.

Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the BCDSS office for assistance.

If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account and click on "Application Status". Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 – 8 weeks.

**Online Application:** <https://www.governmentjobs.com/careers/beauforddss>

You can find assistance with creating your account and steps for completing the application process at this site: [www.governmentjobs.com/Home/ApplicationGuide](http://www.governmentjobs.com/Home/ApplicationGuide)

Pre-employment Drug Screening and Criminal Background check will be required as a condition of employment. Valid North Carolina Driver's License Required.

All employees are called upon to serve shelter duty in times of emergency and/or natural disaster.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://co.beaufort.nc.us/departments/human-services/social-services>

Job #113-02-302, & 312  
INCOME MAINTENANCE CASEWORKER II-TWO POSITIONS  
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