

**EMPLOYMENT OPPORTUNITY**  
**COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES**

**April 17, 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:** 147-02-333  
**CLOSE DATE:** **May 1, 2023**

**Description:** The primary purpose of this position is to interview clients for the Economic Service Programs of Medicaid and Food and Nutrition as they present to the agency. This would involve answering questions the client/recipient may have about their application that was already made or the benefits they are already receiving. This would also include being involved in making basic changes to the client's case as changes were presented at the agency. Making basic changes would involve interviewing clients to obtain pertinent data concerning the clients' family composition, financial, employment and health status. This position would also need to be knowledgeable of how these changes impact the eligibility of the case. Employee must explain program requirements and options and advise or refer clients to other program services as appropriate. This worker must be a team player and have excellent communication skills. When not seeing clients that present to the agency, this position would help in areas in Adult Medicaid, Family & Children's Medicaid and the Food & Nutrition Program at the discretion of the supervisor.

**REQUIREMENTS:**

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

**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](mailto: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.