**Income Maintenance Caseworker III (Adult Medicaid)**

**Department:** Department of Social Services
**Compensation:** Salary Grade 65; Range $37,284 - $59,655

**Hours:** 8:30am – 5:00pm

**Deadline:** Until Filled

**Duties and Responsibilities**
Granville County Department of Social Services is seeking applications from qualified individuals for the position of Income Maintenance Caseworker III. The IMC III Caseworker performs a wide range of tasks in the eligibility determination/redetermination process which require an in-depth knowledge of income maintenance programs and functional processes. The IMC III is responsible for performing a variety of complex tasks and functions in the Medicaid Program, and the resolution of complex problems where the consequence of their action can have a considerable effect on the client, the medical institution and/or the agency. This position will perform all tasks associated with the initial determination and redetermination of eligibility of applicants and recipients of Adult Medicaid, Long Term Care Medicaid, Special Assistance, etc. The worker in this position must be flexible and have the ability to implement policies and procedures for all programs quickly and accurately in accordance with timeframes and guidelines set by NC Medicaid policy.  The ability to compute varied and complex budgeting situations is also required.

The IMC III must have good time management and organizational skills, meet deadlines for several types of actions including applications, reviews, and changes in circumstance, and able to work under pressure for time sensitive, urgent needs of customers.  Good customer service skills, understanding, and compassion are essential and must be demonstrated when communicating with customers and representatives.

**Knowledge, 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 instruct and evaluate the work of lower level employees. Ability to train employees in new and existing rules, regulations, policies and procedures. Ability to understand the needs and problems of clients/applicants. Ability to perform caseworker function under and within structured time frames.

**Minimum Training and Experience Requirements**

Two years of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.