**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**INCOME MAINTENANCE CASEWORKER II**

**(Intake)**

**DESCRIPTION OF DUTIES**: This position is responsible for taking applications and determining eligibility for Adult PLA and Family and Children’s Medicaid cases. This includes interviewing the customer, verifying information, determining eligibility, maintaining the record, and making changes to the record. The employee must determine how the changes impact the eligibility of the case. This position will be providing assistance with changes made to active cases, reevaluation of those ongoing cases in the Adult PLA and Family and Children’s Medicaid program. This position reports to an Income Maintenance Supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES**: Considerable knowledge of the program/area 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 instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within structured time frames.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS**: One year experience as an Income Maintenance Caseworker I; or an equivalent combination of training and experience.

**APPLICATION PROCESS:** Interested applicants must contact Division of Workforce Solutions at 289 Corporate Drive Suite B, Lumberton, NC or (910) 887-6950.  Applicants not referred by DWS will not be considered.  PD-107 application & copy of college transcript, if applicable, must be received at DWS in Lumberton by 5:00 PM on August 11, 2023.  A review of qualifications, employment history and criminal history will determine who is selected for the structured interview.  Applicant selected will be scheduled for drug testing.  In-house applicants submit application to Tammy Kitson by 5:00 PM on August 11, 2023.

**SALARY**: $41,576.91                   **GRADE**: 69

**POSTED**: July 12, 2023

**Robeson County Department of Social Services is an Equal Opportunity/Affirmative Action Employer**.