

COUNTY OF WILKES

DIRECTOR

Kevin L. Brown

DEPARTMENT OF SOCIAL SERVICES

PROGRAM ADMINISTRATOR

Hal Wilson

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CHILD SUPPORT FAX (336) 990-0409
ELIGIBILITY FAX (336) 651-7568
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RECRUITMENT ANNOUNCEMENT

POSITION

INCOME MAINTENANCE CASEWORKER II
(293-02-238)

WORKING TITLE

INTAKE WORKER, ADULT MEDICAID UNIT

GRADE/SALARY

External Applicants: 63/\$35,437-\$37,209

Internal Applicants: County policy for promotions/transfers will be applied to internal, permanent status employees and budgeted amount.

EDUCATION & EXPERIENCE

Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at 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 included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience. One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

DUTIES

The primary focus of this position will be to determine and re-determine eligibility for applicants seeking medical assistance in the Adult Medicaid programs. All information must be coordinated between all eligibility programs/staff and entered/processed into NC FAST according to state mandated timeframes. Gathers all pertinent data concerning the client's family composition, financial, employment and health status. Verifies all data as required. Maintains required forms and case records. Normal duties require taking applications, processing applications and referring approved cases to redetermination workers. May also complete redeterminations whenever necessary. Position performs other duties as required.

AVAILABLE July 20, 2023

POSTED July 17, 2023 at Wilkes County DSS and NC Works Career Center.

CLOSING DATE July 24, 2023 at 4:30 p.m.

APPLICATION completed to:
PROCESS: Submit application and transcript of education

KB
7/17/23

External NC Works Career Center
1320 West D Street, Suite #2
North Wilkesboro, North Carolina 28659

Internal Kevin Brown, Director
Wilkes County Department of Social Services
304 College Street
Wilkesboro, North Carolina 28697

Wilkes County Department of Social Services is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.

Wilkes County Department of Social Services participates in the E-Verify program.

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 application form, PD-107. Applicants will not automatically be given credit based on their position title.

Consideration will be given for applicants who are bi-lingual.