



ROWAN COUNTY DEPARTMENT OF SOCIAL SERVICES NORTH CAROLINA



Job Opportunity Announcement

Income Maintenance Supervisor II Job #722-1

(Economic Services Division)

Open Until Filled

Located in the heart of North Carolina's Piedmont, Rowan County is attractively and conveniently nestled between the state's largest city and its Capitol. Rowan County is made up of more than 20 departments and nearly 1,250 employees that are committed to providing a wealth of services to County residents and businesses.

The County is currently accepting applications for the position of Income Maintenance Supervisor II, which oversees Income Maintenance Caseworker positions assigned primarily to Medicaid programs with some responsibility for Energy programs as well. This position supports employee development through coaching, counseling, monthly supervision, running and reviewing reports, and providing daily troubleshooting. This position works collaboratively with others in leadership to hire, organize, and train staff; interpret policy; develop work procedures; manage workflow; ensure compliance with Local, State and Federal laws, policies and procedures; and resolve conflicts and complaints.

Requires thorough knowledge of State policy and procedural knowledge of Income Maintenance Programs for Medicaid, Crisis Intervention Program (CIP), and Low-Income Energy Assistance (LIEAP); basic knowledge in other IM Programs (FNS, SA, SCCA, WFFA), skill in mathematical reasoning and computation; and the ability to supervise income maintenance staff.

Requires a Bachelor's Degree in Human Services, Business Administration, Accounting, Paralegal or related field and three years of work experience as an IM Caseworker or Investigator; an Associate's Degree in Human Services, Business Administration, or related area and four years of work experience as an IM Caseworker or Investigator; or an equivalent combination of education and experience. Requires demonstrated skill in written and verbal communication, as well as proficiency in Microsoft Office software, document management software, and case management software programs. Candidates with at least one year of supervisory experience, NC Caseworker Certification, and bilingual (Spanish) skills are preferred. All degrees/coursework must be from an appropriately accredited institution.

Applications should include details of applicable skills, certifications, education, and work history consistent with the requirements listed in this job posting.

Starting Salary \$51,400 - \$56,500 (commensurate with experience) and excellent benefits package available.

Apply online at www.rowancountync.gov/jobs.

Individuals with disabilities may request application accommodations by calling HR at (704) 216-8100. The County administers pre-employment drug tests and criminal background checks for all positions. Some positions may require a physical exam, credit check, and/or a driving history check depending upon the position.

Rowan County is an Equal Opportunity Employer