



Beaufort County Department of Social Services Income Maintenance Caseworker III - Quality Assurance

SALARY	\$42,577.00 Annually	LOCATION	Washington, NC
JOB TYPE	Full Time	JOB NUMBER	113-02-513
DEPARTMENT	Income Maintenance	OPENING DATE	9/11/23
		CLOSING DATE	9/25/23 5:00 PM Eastern

Description of Duties

Please note - all education, including high school, and all employment history should be included in the body of the application for the application to be considered complete.

Hiring rate - \$42,577

Rate after successful completion of 12 month probationary period - \$44,706

The primary purpose of this position is to be responsible for Quality Assurance with all Income Maintenance Units. This Income Maintenance Caseworker III will report directly to the Income Maintenance Administrator. This position will be responsible for second party reviews and will assist with training of new staff. The position will perform all other duties related to the described work as deemed appropriate and assigned by the Supervisor, Program Director and/or Social Services Director.

This position is responsible for eligibility and enrollment functions.

Knowledge, Skills and Abilities

Thorough knowledge of all income maintenance programs, as well as childcare. Considerable knowledge of all agency and community programs and services. Good mathematical reasoning and computational skills. Ability to read, analyze and interpret a variety of regulations, policies, and procedures of varying complexity. 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 functions under and within structured time frames.

Minimum Training and Experience

Two years of experience as an Income Maintenance Caseworker.

Supplemental Information

Application Procedure:

Online Application: <https://www.governmentjobs.com/careers/beaufordss> please read and complete all sections of the Application. Incomplete applications will not be considered. Resumes are not accepted in lieu of application.

You can find assistance with creating your account and steps for completing the application process at this site: www.governmentjobs.com/Home/ApplicationGuide

Pre-employment Drug Screening and Criminal Background check will be required as a condition of employment. Valid Driver's License Required.

All employees are called upon to serve shelter duty in times of emergency and/or natural disaster.

Beaufort County is an Equal Opportunity Employer

Agency

Beaufort County Department of Social Services

Address

632 West 5th Street
P.O. Box 1358
Washington, North Carolina, 27889

Phone

252-940-6034

Website

<http://co.beaufort.nc.us/departments/human-services/social-services>