



Scotland, County of (NC)
Income Maintenance Administrator I

SALARY	\$25.24 - \$26.50 Hourly \$52,489.00 - \$55,113.00 Annually	LOCATION	Laurinburg, NC
JOB TYPE	Full Time	JOB NUMBER	00626
DEPARTMENT	Social Services Administration	DIVISION	Social Services
OPENING DATE	10/06/2023	CLOSING DATE	11/6/2023 11:59 PM Eastern

Description

The Scotland County Department of Social Services works to improve the wellbeing and safety of citizens' lives. As a part of the DSS team you will work with others who value Respect, Teamwork, Dependability, Accountability, Innovation, and Excellence. The Department provides flexible work scheduling and a full benefits package including medical insurance, vacation, paid holidays, and a 401(k) plan.

The Income Maintenance Administrator I is responsible for the administrative and technical management of the income maintenance programs to include Medicaid Expansion, Adult Medicaid, Daycare, Family Medicaid, Food and Nutrition, and Work First.

PRIMARY RESPONSIBILITIES:

- Reports directly to the Department Director.
- Plans work operations, sets priorities, sets deadlines, and establishes goals for Income Maintenance programs
- Plans work operations, sets priorities, sets deadlines, and establishes goals for additional programs.
- Evaluates and documents staff performance on a probationary, monthly, and annual basis.
- Participates in the recruitment and hiring process of new Income Maintenance staff and Income Maintenance supervisors.
- Provides administrative oversight of casework involving Income Maintenance programs.
- Participates in a limited capacity for budget preparation and monitoring..
- Performs other duties as assigned, which may include shelter duty.

Examples of Duties

IDEAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of methods and principles of Income Maintenance Programs and training.
- Thorough knowledge of Income Maintenance principles, techniques, and practices and applications to casework and community problems.
- Considerable knowledge of social and economic factors in the community, and local agencies and resources.
- Considerable knowledge of the laws, regulations, and policies which govern Income Maintenance programs.
- Considerable knowledge of the principles and techniques of public administration, including personnel administration, budgeting, and office management.
- Ability to establish and maintain effective working relationships with co-workers, clients, non custodial parents, and other professionals.
- Excellent written and verbal communication skills..
- Ability to analyze data, read reports, and maintain statistics.
- Ability to analyze, prioritize, plan, and execute work timely and accurately.

Typical Qualifications

PREFERRED TRAINING AND EXPERIENCE:

- Two years of supervisory experience at least one of which must have been in an Income Maintenance or Services program, and preferably with one year of experience in an Income Maintenance program
- or an equivalent combination of education and experience
- **And**, must possess and maintain a valid driver's license.

Supplemental Information

SUPPLEMENTAL INFORMATION:

- Criminal Records check, drug screen, references and transcripts will be required for the successful candidate; this position is safety sensitive and subject to random drug testing;

- All applications will be considered but not necessarily interviewed;
- In lieu of no qualified applicants, trainee or work against qualifying applicants will be considered;
- Resume in lieu of a completed application is not acceptable;
- Degrees must be received from appropriately accredited institutions;
- Must attach a copy of your college transcript to the online application;
- We are an *Equal Opportunity Employer* and *E-Verify Participant*.

Agency

Scotland, County of (NC)

Address

P O Box 489

Laurinburg, North Carolina, 28353

Income Maintenance Administrator I Supplemental Questionnaire***QUESTION 1**

Do you have two years of supervisory experience at least one of which is in an Income Maintenance or Services program?

- Yes
 No

* Required Question