



Scotland, County of (NC)
Income Maintenance Caseworker II

SALARY	\$16.84 - \$17.68 Hourly \$35,018.00 - \$36,769.00 Annually	LOCATION	Laurinburg, NC
JOB TYPE	Full Time	JOB NUMBER	00628
DEPARTMENT	Social Services Administration	DIVISION	Social Services
OPENING DATE	10/12/2023	CLOSING DATE	10/26/2023 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 membership in the North Carolina retirement system.

PRIMARY RESPONSIBILITIES:

- The employee in this position is responsible for the total process of determining/redetermining applicant/client eligibility in a County Department of Social Services for an income maintenance program which includes the intake, processing, and review functions;
- May perform one of the above functions for three or more income maintenance programs;
- This position is responsible for tasks such as the interviewing of clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility or completing scheduled program reviews;
- The employee in this position will explain program(s) requirements and options and advise or refer clients to other program services as appropriate;
- Performs other duties as assigned, which may include shelter duty.

Examples of Duties

IDEAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the program/areas 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 perform caseworker functions within structured time frames;
- Ability to instruct and to evaluate the work of lower level employees.

Typical Qualifications

PREFERRED TRAINING AND EXPERIENCE:

- One year of experience as an Income Maintenance Caseworker;
- **Or**, an equivalent combination of training and experience.

Supplemental Information

SUPPLEMENTAL INFORMATION:

- Criminal records check, drug screen, and references will be required for the successful candidate;
 - Must possess and maintain a valid driver's license and reliable transportation;
 - All applications will be reviewed and considered but not necessarily interviewed;
 - In lieu of no qualified applicants, work against qualifying applicants may be considered at a lower salary.
 - Resume in lieu of a completed application is not acceptable;
 - High school diploma or college degree must be received from appropriately accredited institutions;
 - Must attach a copy of your high school diploma or college degree to the online application;
 - We are an *Equal Employment Opportunity Employer* and *E-Verify Participant*.
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Agency
Scotland, County of (NC)

Address
P O Box 489

Laurinburg, North Carolina, 28353

Income Maintenance Caseworker II Supplemental Questionnaire

***QUESTION 1**

Do you have one year of experience as an Income Maintenance Caseworker?

- Yes
- No

***QUESTION 2**

Do you have any experience as an Income Maintenance Caseworker?

- Yes
- No

*** Required Question**