



Scotland, County of (NC)
Income Maintenance Supervisor II

SALARY	\$20.15 - \$21.16 Hourly \$41,919.00 - \$44,015.00 Annually	LOCATION	Laurinburg, NC
JOB TYPE	Full Time	JOB NUMBER	00633
DEPARTMENT	Social Services Administration	DIVISION	Social Services
OPENING DATE	10/30/2023	CLOSING DATE	11/30/2023 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.

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

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of income maintenance programs.
- Considerable knowledge of resources in the community, laws, regulations, and policies.
- Ability to establish and maintain effective working relationships with co-workers, clients, and other professionals.
- Ability to express ideas clearly and concisely.
- Ability to analyze data, read reports, and maintain statistics.
- Knowledge of a budget planning process and execution.
- Ability to analyze, prioritize, plan, and execute work timely and accurately.
- General knowledge of basic supervisory/management skills instructing, organizing, directing, and supervising lower-level employees.
- Ability to understand and carry out oral and written instructions.

- Basic knowledge and/or ability to use office equipment, software systems and internet based programs.

Typical Qualifications

TRAINING AND EXPERIENCE:

- Three years of experience as a caseworker or investigator in an income maintenance program, preferably with one year of supervisory experience;
- Or, an equivalent combination of training and experience.
- Must attach a copy of your high school diploma or college degree to the online application.

Supplemental Information

SUPPLEMENTAL INFORMATION:

- Must possess and maintain a valid driver's license;
- Criminal records check, drug screen, and references will be required for the successful candidate;
- All applications will be considered but not necessarily interviewed;
- In lieu of no qualified applicants, work against qualifying applicants may be considered;
- Resume in lieu of a completed application is not acceptable;
- High school diploma or college degree must be received from appropriately accredited institutions;
- 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 Supervisor II Supplemental Questionnaire

*QUESTION 1

Do you have a High School Diploma and three years of Income Maintenance Caseworker experience?

- Yes
- No

* Required Question