

VACANCY ANNOUNCEMENT

Date: May 03, 2024

Greene County Department of Social Services

227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE: Until Filled

INCOME MAINTENANCE CASEWORKER II - FNS

Position #: 179-02-310 Salary Grade: 63

Hiring Salary: \$34,582 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

DESCRIPTION

This position takes and processes applications and re-determines eligibility for Food & Nutrition Services. The position will evaluate each applicant to determine their needs and make referrals for other services offered within the department and other public organizations, complete re-determinations of eligibility at regular intervals, react to changes for the client, policy and other sources in a timely manner. The position has a caseload that consists of between 450 and 500 cases. This position will assist with the Low Income Energy Program during the fall.

EDUCATION AND EXPERIENCE

Associates degree in Human Services Technology, Social Services Associate, Business Administration, Secretarial Science or a closely related curriculum and one year experience as an IMC; or graduation from high school and two years experience as an IMC; or an equivalent combination of education and experience.

HOW TO APPLY

A STATE (PD-107) APPLICATION FORM IS REQUIRED.

You may download the State (PD-107) application form from the Greene County site at:

<https://greenecountync.gov/departments/social-services/>. Select DSS NCPD107 Job Application.

Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed. Do not write "see resume" in lieu of filling out the education and work history. **Application must be signed to be considered.**

Please mail applications and transcripts to the attention of Greene County HR 229 Kingold Blvd; Suite D Snow Hill, NC 28580. Application may be e-mailed to human.resources@greenecountync.gov.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.