



POSITION VACANCY

Income Maintenance Caseworker II

Position #: 538015

OPENING DATE: 04/26/2024 **PAY GRADE:** 64
CLOSING DATE: Open Until Filled **SALARY:** \$38,237 – \$42,206 + Benefits

JOB DESCRIPTION: This is a full time probationary/permanent position. The employee in this position is responsible for the total process of determining and re-determining applicant/client eligibility in the Income Maintenance Section/Food & Nutrition Services Unit. Work at this level includes the comprehensive process of interviewing clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility and completing scheduled program reviews and processing case changes according to mandated guidelines into the NC FAST system. The employee must explain program requirements and options and advise or refer clients to other program services as appropriate. Applicant must have computer maneuverability and good communication skills.

KNOWLEDGE, SKILLS, 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 instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within structured time frames.

MINIMUM QUALIFICATION: One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

PREFERENCES: NC FAST experience, FNS Program experience, **Bilingual**

APPLICATION PROCESS: Submit state application (**PD-107**) required for employment to:
Division of Workforce Solutions - Hoke County Location (910) 683-3060
304 Birch Street, Raeford, NC 28376

- Applications emailed, faxed, dropped off or mailed directly to Hoke DSS Office will not be accepted. Submit applications to Division of Workforces Solutions.
- All work experience must be included in the work history section of the application with duties and responsibilities listed.
- Resumes are not accepted in lieu of the state application. All job information listed on resume should also be listed on the work history section of the application for work experience consideration.

SELECTION PROCESS: Structured interview, evaluation of previous work experience and education, criminal history check, and references. **The selected applicant must also provide a certified driver's license records check at their own expense.**

CONTACT INFORMATION: Questions can be directed to Deidra Hadley at (910) 878-1943.