

Washington County

Department of Social Services

Career Opportunity

We have great benefits...

*Health Insurance for employees *Dental Insurance *Longevity Pay *401-K *Life Insurance *Accrued Vacation/Sick Leave and *12 Paid Holidays

Income Maintenance Caseworker II

SALARY GRADE – 63

SALARY RANGE: \$27,173-\$40,099

**** Beginning salary for a fully qualified applicant begins at \$27,173 - no exceptions**

***NOTE: If no fully qualified applicant is selected, a work against appointment may be established and the following salary would apply: IMCW I \$ 24,627 for first year**

APPLICATION (PD-107) MUST BE TYPED

DESCRIPTION OF WORK: The primary purpose of this position is to take and process all types of assistance applications, redetermine eligibility and process and react to any changes in the client's situation through the provisions of the Food Assistance Program, Medicaid Program and Child Care Program. Some duties and responsibilities include: gathering data concerning family, health and finances; reviewing family sources of income and other financial resources; computing budgets; verifying information through home visits or through other contacts as needed; maintaining records and reports of daily activities and performing other duties as assigned and required.

Minimum Training and Experience Requirements: Graduation from an accredited associate degree (2 year) program in Human Services or related curriculum; or graduation from high school and two years of paraprofessional, clerical or other public contact which includes interviewing, explaining information, gathering and compiling data and other related functions with at least one year of such experience in an income maintenance program; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which includes interviewing, explaining information, gathering and compiling data and other related functions; or an equivalent combination of education and experience. Note: In order to meet full qualifications, applicants must also have one year of experience as an Income Maintenance Caseworker I in a department of social services.

Application Process: Applicants for this position should submit a completed State of North Carolina application (PD-107) and college transcripts to Cathy Ange at the Washington County Center for Human Services located at 209 E. Main Street in Plymouth, NC 27962 or by mail at PO Box 10, Plymouth, NC 27962 by Monday, December 4, 2017 at 5:00 pm.

DEADLINE for applications is Monday, December 4, 2017 by 5:00pm.

POSTING DATE: November 20, 2017

Drug Screening Test Required

*Washington County Department of Social Services
PO Box 10
Plymouth NC 27962
Equal Opportunity/Affirmative Action Employer*