

# Washington County

## Department of Social Services

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### We have great benefits...

\*Free Health Insurance for employees \*Dental Insurance \*Longevity Pay \*401-K \*Life Insurance  
\*Accrued Vacation/Sick Leave \*11 Paid Holidays  
\*Travel Reimbursement and More!!!

### **IMCW II**

**SALARY GRADE – 63**

**SALARY RANGE: \$27,716 to \$40,901**

**BEGINNING SALARY IS BASED ON EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

**\*Salary for a fully qualified applicant will begin at \$27,716**

**NOTE: If no fully qualified applicant is selected, a work against employment status may be established and the following salary will apply:**

**IMCW I \$ 25,120 for first year**

### **APPLICATION (PD-107) MUST BE TYPED**

**DESCRIPTION OF WORK:** This position is assigned to the Food and Nutrition Services Unit. The primary duties of the Income Maintenance Worker is to take and process all types of assistance applications, re-determine eligibility and process and react to any changes in the client's situation. Some duties and responsibilities include: gathering data concerning family composition and finances; reviewing family sources of income and other financial resources; computing budgets; reviewing 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. Must have a valid North Carolina drivers' license and dependable transportation.

**Minimum Training and Experience Requirements:** Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum and one year of experience in an income maintenance program in a department of social services; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least two years of such experience being in an income maintenance program in a department of social services; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks and two years of experience in an income maintenance program in a department of social services; or an equivalent combination of training and experience.

**Application Process:** Applicants for this position should submit a completed State of North Carolina application (PD-107) (with supplemental sheets if necessary to capture all work history) 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 May 10, 2019 at 5:00 pm.

**APPLICATION DEADLINE: May 10, 2019 at 5:00 pm**

**Posting date: 04/26/2019**

**Drug Screening Test Required**

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