

# Washington County

## Department of Social Services

### Career Opportunity

#### We have great benefits...

\*Free Health Insurance for employees \*Dental Insurance \*Longevity Pay \*401-K \*Life Insurance  
\*Accrued Vacation/Sick Leave \*12 Paid Holidays  
\*Travel Reimbursement and More!!!

#### **Income Maintenance Caseworker II**

#### **Food and Nutrition Services Unit**

**SALARY GRADE – 63**

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

**Beginning salary for a fully qualified applicant begins at \$27,173**

**NOTE: If no fully qualified applicant is selected, a work against employment status 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:** This position is assigned to the Food Assistance Unit. The work involves determining the eligibility of new applicants and current recipients seeking assistance through the provisions of the Food Assistance Program and Medicaid 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 Friday, August 5, 2016 at 5:00 pm.

**DEADLINE for applications is by Friday, August 5, 2016 by 5:00pm.**

**POSTING DATE: July 21, 2016**

**Drug Screening Test Required**

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