

Washington County

Department of Social Services

Career Opportunity

IMCW III (Quality Control Reviewer)

SALARY GRADE – 65

SALARY RANGE: \$30,526 to \$45,233

APPLICATION (PD-107) MUST BE TYPED

DESCRIPTION OF WORK: This position is assigned to the Administrative Unit. This position will serve in the capacity of a Quality Control Reviewer, who will second party review the work of caseworkers in the Food and Nutrition Services, Medicaid, Medicaid Transportation, Work First Cash Assistance, Emergency Assistance, Crisis Intervention, Low Income Energy Assistance and Child Care Services Units. The duties of this position will serve to add an additional layer of review for accuracy, as well as identifying weaknesses in eligibility determination. Upon identifying training needs, the worker will report those needs to the Administrative Officer and assist in the development of a training plan in conjunction with the supervisor of the unit and assist in implementing such plan for staff to correct deficiencies noted. Some duties and responsibilities include: interviewing, verifying information, determining or re-determining eligibility for multiple programs, dependent upon the needs of the agency and performing other duties as assigned and required.

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 two years 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 Thursday, October 8, 2020 at 5:00 pm.

APPLICATION DEADLINE: October 8, 2020 at 5:00 pm

Posting date: 9/24/2020

Drug Screening Test Required

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

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