

Washington County

Department of Social Services

We have great benefits...

*Free Health Insurance for employees *Dental Insurance *Longevity Pay *401-K *Life Insurance *Accrued Vacation/Sick Leave *13 Paid Holidays

IMCW II

SALARY GRADE – 63

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

****SALARY IS DETERMINED BASED ON EXPERIENCE****

Applicants not meeting full qualification requirements can be considered for employment through a work-against training program to advance towards being fully qualified for the position.

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. This position concentrates in the area of the eligibility for Subsidized Child Care and Food and Nutrition Services. 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 a four-year college/university and one year of experience as an income maintenance caseworker in a department of social services; 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 as an income maintenance caseworker 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 one year of experience as an income maintenance caseworker in a department of social services or an equivalent combination of training and experience.

***Applicants not meeting full qualification requirements can be considered for employment through a work-against training program to advance towards being fully qualified for the position.**

Application Process: Applicants for this position should submit a completed State of North Carolina application (PD-107) **(with supplemental sheet (PD-107(A) if necessary to capture all work history)** and college transcripts to Cathy Ange at the Washington County Department of Social Services located at 209 E. Main Street in Plymouth, NC 27962 or by mail at PO Box 10, Plymouth, NC 27962 by Friday, **October 29, 2021** at 5:00 pm. Applications can be found at www.ncworks.gov or www.washconc.org. You may also contact Cathy Ange at cathyba@wcchs.org for a copy of the application.

DEADLINE for applications is by Friday, October 29, 2021 by 5:00 pm

POSTING DATE: October 15, 2021

Drug Screening Test Required

Washington County Department of Social Services, PO Box 10, Plymouth NC 27962