

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 *Travel Reimbursement and More!!!

Career Opportunity

IMCW II (Adult Medicaid)

SALARY GRADE – 63

SALARY RANGE: \$30,594 to \$45,147

****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.

DESCRIPTION OF WORK: This position is assigned to the Medicaid Unit. The work involves determining the eligibility of new applicants and current recipients seeking assistance through the provisions of the Medicaid Program (Adult Medicaid Programs). This position is an assortment of all Adult Medicaid programs. 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.

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 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, by mail at PO Box 10, Plymouth, NC 27962 or by email to cathyba@wcchs.org by **Monday, March 16, 2026**. 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 Monday, March 16, 2026

POSTING DATE: March 2, 2026

Drug Screening Test Required

Washington County DSS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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