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: $31,359 to $46,276

****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 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 **Wednesday, August 26, 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.

APPLICATION DEADLINE: **Wednesday, August 26, 2026**

POSTING DATE: August 12, 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.