

Sylvia E. Holley
Director

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CAMDEN COUNTY DEPARTMENT OF SOCIAL SERVICES
P. O. Box 70
Camden, NC 27921

RECRUITMENT ANNOUNCEMENT

POSITION: INCOME MAINTENANCE CASEWORKER II

GRADE: 62

BEGINNING SALARY: \$31,051

POSITION LOCATION: CAMDEN COUNTY DEPARTMENT OF SOCIAL SERVICES
117 N. C. HIGHWAY 343 NORTH, CAMDEN, NC 27921

PROGRAMS: INTAKE/CASEWORKER ALL PROGRAMS

MINIMUM AND EXPERIENCE:

One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience. (May be considered for hire as Income Maintenance Caseworker I to work against for one year to qualify for Income Maintenance Caseworker II position if otherwise qualified.)

PRIMARY DUTIES AND RESPONSIBILITIES:

Primary purpose of this position is to take and process applications in all income maintenance programs including Food and Nutritional Services, Work First Family Assistance, Family and Children's and Adult Medicaid. Employee will also maintain a small caseload of these programs and perform changes and recertifications/redeterminations as needed. Employee will be responsible for interviewing applicants to obtain predetermined data which, when verified, forms the basis for determining eligibility for assistance. The employee must be knowledgeable concerning state and federal program regulations; must have general knowledge of all agency and community programs and services which could affect the client/applicant; must have good mathematical reasoning and computational skills; have the ability to read, analyze, and interpret rules, regulations and procedures; must have the ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures; must be able to perform caseworker functions within structured time frames. Employee will also be required to assist in staffing an evacuation shelter in the event of an emergency caused by a natural or man-made disaster. Computer proficiency is required. A valid North Carolina driver's license and a vehicle for use at work is also required. Due to intake responsibilities, as well as other situations, employee may be required to work overtime hours. Work schedule is normally 8:00 a.m. to 5:00 p.m. from Monday through Friday.

RECRUITMENT PERIOD: August 20, 2014 THROUGH 5:00 P.M. ON August 29, 2014

HOW TO APPLY: NORTH CAROLINA STATE APPLICATION (PD-107) REQUIRED
May be obtained at Employment Security Commission of North Carolina
422 McArthur Drive, Elizabeth City, NC

SUBMIT OR MAIL TO: Employment Security Commission of North Carolina
422 McArthur Drive
Elizabeth City, NC 27909

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER