



Income Maintenance Caseworker II: Position Number: 165-02-328
(CONTINUOUS RECRUITMENT)

This position is located in the Edgecombe County Department of Social Services Family and Children Medicaid Program. The Income Maintenance Caseworker's primary responsibility is to determine an applicant's eligibility for Food and Nutrition Services, Work First Family Assistance, Childcare Subsidy, Adult Medicaid and the Benefit Marketplace. The caseworker interviews clients and collaterals using various complex automated systems to include explaining the requirements and benefits of all programs. Duties include researching and evaluating resources, verifying information, processing applications; explaining and recommending programs, referring clients to other appropriate agencies or community programs and documenting findings and the status of the case. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the State of North Carolina in accordance with the County Fleet Policy and Employee Safety Program (page 10, section.) Position is located in the Tarboro office however; office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

Excellent computer skills and the ability to key information accurately according to program guidelines. General knowledge of all agency and community programs and services which could affect the client/applicant. Worker must possess excellent interviewing, listening, reasoning, organizational and computational skills with the ability to read, comprehend and evaluate documents from a multitude of sources. Worker must possess the ability to manage and work independently and under stress, be extremely organized yet sufficiently flexible to meet unplanned assigned work. Worker must possess strong interpersonal skills with the ability to lead by example and to maintain and create a positive attitude. The ability to cope with stress is a requirement of this position. Worker is constantly contacted from many different sources on a daily basis. The ability to prioritize, use good sound judgment and multitask is an essential requirement. This position requires careful visual attention to minute details, excellent mental concentration, and extensive manipulative skills. Worker must have good interviewing skills and the ability to communicate effectively and develop a satisfactory relationship with people of all socioeconomic backgrounds, while at the same time multi-tasking (i.e. comprehending, interpreting, and applying complex rules and regulations, and practical judgment). Worker must have excellent computer skills sufficient to use NC FAST and the State's online case management systems as well as various other search engines and software programs.

Considerable knowledge of the program/areas of assignment. General knowledge of all agency and community programs and services which could affect the client/applicant. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret rules, regulations and procedures. 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. Ability to perform caseworker functions within structured time frames. **A Computer Proficiency Test Is Required.**

Starting Salary: \$24,328.00 or possibly higher depending on experience and credentials. **Must have worked at least (1) year in an income maintenance program in a Department of Social Services agency in order to fully qualify as an IMC II.** Compensation for full-time employees include excellent benefits that total over \$9,000.00 annually.

Application Period: 07/30/2020-Open Until Filled. Posted: Internal, NC Works Career Center, Edgecombe County Website.

Interested candidates must complete and submit an Edgecombe County application. You may pick up and submit your application on the 4th floor of the Human Services Building located at 122 E. St. James Street, Tarboro NC 27886. **Please mail completed applications to: Personnel Office, Edgecombe County Department of Social Services, P. O. Box 370, Tarboro NC 27886 or drop it off on the 4th floor of the Human Services Building located at 122 E. St. James Street, Tarboro NC 27886.**

Applications may also be obtained online at www.edgecombecountync.gov. Incomplete or unsigned applications will not be considered. **Any transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.**

Preferences: Prefer applicants with strong computer skills and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply. **We support a drug free work environment. A pre-employment drug screening and criminal background check is required. AA/EOE**