



Income Maintenance Caseworker II: Position Number: 165-02-366

This position is located in the Edgecombe County Department of Social Services Adult Medicaid Program. The Income Maintenance Caseworker's primary responsibility is to determine an applicant's eligibility for Adult Medicaid, Work First Family Assistance, Childcare Subsidy, Food and Nutrition, Family and Children 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:

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. 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 possess 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. **A Computer Proficiency Test Is Required.**

Minimum Training and Experience Requirements

One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

Starting Salary: \$24,328.00 - \$26,822.00 or possibly higher depending on experience and credentials. **Must have worked at least (1) year in an income maintenance program in a county Department of Social Services 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: 08/10/2020-Open Until Filled. Posted: Internal, Edgecombe County Website, NC Social Services Jobs.

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. Applications may also be obtained online at www.edgecombecountync.gov or at the County Human Resources Office on the 4th Floor of the County Administration Building-201 S. Andrews Street, Tarboro NC 27886. 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.**

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.

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**

