VACANCY ANNOUNCEMENT

**Position:** Income Maintenance Caseworker II (IMC – II) (Applications will be accepted for Income Maintenance Caseworker I if recruitment for an IMC II is unsuccessful)

**Agency:** Alleghany County Department of Social Services

**Pay Grade and Starting Salary:**
- IMC II grade 63 – hiring rate $30,482 min. $32,006 max. $45,723
- IMC I grade 61 – hiring rate $28,183 min. $29,592 max. $42,275

**Duties and Responsibilities:** Determine Medicaid eligibility for the Community Alternatives Program (CAP) and Long Term Care (LTC) caseloads. Receive and process new applications for various agency programs including Family and Children’s Medicaid. In addition, this position determines eligibility for the Energy Assistance and the LIEAP programs and serves as caseworker for SSI recipients.

**Knowledge, Skills and Abilities:** Considerable knowledge of the Community Alternatives Program and Long Term Care Program. 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. Considerable computer experience with knowledge of Microsoft Office programs and the ability to input information into a state internet based case management system that requires navigation through multiple screens of information.

**Minimum Education and Experience:**
- **Income Maintenance Caseworker II** – One year of experience as an Income Maintenance Caseworker I; or an equivalent combination of training and experience.
- **Income Maintenance Caseworker I** - 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; 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 such experience being in an income maintenance program; 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; or an equivalent combination of training and experience.

**Application Process:** Submit a “State Application Form, (P.D. 107) to the Alleghany Department of Social Services at PO Box 247; 182 Doctor’s Street; Sparta, NC 28675

**Deadline for submitting applications:** July 31st, 2020 by 5:00pm.

Successful candidate for position will be subject to pre-employment drug testing, criminal background check and DMV driving record check. Full time benefits include county provided health and life insurance; holiday, sick, vacation and longevity pay plus retirement participation in the NC Local Government Retirement System.

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