

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 –\$35,646
IMC I grade 61 –\$33,184

Duties and Responsibilities: Determine Medicaid eligibility for the agency’s adult Medicaid program through the NC FAST system. Receive and process new applications for various agency programs including Family and Children’s Medicaid, LTC, CAP, and SA. In addition this position determines eligibility for the Energy Assistance programs and serves as caseworker primarily for PLA recipients.

Knowledge, Skills and Abilities: Good organizational skills, self-motivated, attention to detail, 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 strict structured time frames and maintain case production from month to month. 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. General knowledge of all agency and community programs and services which could affect the client/applicant.

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: April 7th by 5:00pm or until filled.

Individual will be expected to comply with all pre-employment guidelines.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER