

## RECRUITMENT ANNOUNCEMENT

**Position:** Income Maintenance Caseworker II

**Salary:** \$39,646

*12 months experience as IMC I required to meet this classification*

In the event we are unable to recruit a qualified IMC II, consideration will be given to an Income Maintenance I with a work against status.

**Income Maintenance Caseworker I**

**Salary:** \$37,184

Deadline for submission of applications: Open until filled

### INCOME MAINTENANCE CASEWORKER I

This caseworker is assigned to a unit within the Economic Services Section. This position is responsible for taking applications, determining eligibility, and maintaining an ongoing caseload for:

- Adult Medicaid
- Family and Children's Medicaid

This includes collecting evidence by:

- Interviewing the client
- Determining eligibility
- Making changes to the case record
- Regularly look up information in the case management system, NCFAST
- Edit and add information, and upload documents into NCFAST
- Maintains a variety of records and prepares a variety of reports
- Verifying income and/or resources
- Maintaining the case record

This employee must determine how the changes impact the eligibility of the case. Employees must explain program requirements and options and advise or refer clients to other program services as appropriate.

This worker must use the online program manuals and DSS Administrative Letters as appropriate. This employee is expected to make the final decision in determining eligibility by applying written policy and recognizing situations that should be referred to the Supervisor for clarification. Training for use of systems and programs is completed in agency.

#### **OTHER JOB FUNCTIONS:**

Performs other related duties as required.

*Management reserves the right to add or amend duties at any time.*

#### **QUALIFICATIONS:**

This worker must be human services oriented and possess the ability to interact well with the Supervisor, co-workers and clients and be able to work in a team-oriented environment. This employee must be customer and detail oriented, possess decision making skills, mathematical reasoning and comprehension, ability to multi-task and meet strict deadlines. This worker must also possess computer skills, use of various programs, and maintain a positive attitude.

**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:

By mail: PO Box 247 · Sparta, NC 28675

In person: 182 Doctors Street · Sparta, NC 28675

By fax: 336.372.2635

By email: [alleghany.dss@alleghany.nc.gov](mailto:alleghany.dss@alleghany.nc.gov)

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

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER