

TYRRELL COUNTY DEPARTMENT of SOCIAL SERVICES

Employment Opportunity

Classification Title: Income Maintenance Caseworker II

Salary Range: \$28,386 – \$42,579

Closing Date: Open Until Filled

Job Description:

This position is assigned to a unit within the Economic Services Section. This position is responsible for the total process of determining/redetermining applicant eligibility for one or more of the Income Maintenance programs, mainly Adult Medicaid. This involves interviewing clients and collateral contacts using various complex automated systems. Duties include obtaining all pertinent data concerning the applicant's household composition, income, financial and health status, and processing of cases through the verification of all information obtained during application/redetermination interview.

This worker must possess the ability to interact well with the public and must be able to work in a team environment. This worker must possess excellent computer skills sufficient to use NC FAST (which is NC's Online Case Management System), research and understand online program manuals, and use other search engines and software programs. Other duties may be assigned to the worker when deemed necessary by the Supervisors and/or the Director. This worker must respond to disasters as needed in accordance with Tyrrell County DSS policy. This worker must have a valid NC Driver's License and a working phone in case of emergencies.

Education and Experience:

One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience. Note: Applicants without the one year experience will be considered for the position in a work against capacity.

Hours of Work:

Normal hours of work are Monday through Friday 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

37.5 hours per week.

Application Process:

All applicants must submit a PD-107 State Application to the employer either in person at 102 N Road St in Columbia, NC or by mail at PO Box 599 Columbia, NC 27925.

Tyrrell County DSS is an EOE employer.