

TYRRELL COUNTY DEPARTMENT of SOCIAL SERVICES

Employment Opportunity

Classification Title: Part-Time Income Maintenance Caseworker II

Pay: \$14 per hour, 29 hours per week

Closing Date: September 2, 2021 at 5:00 pm or until position is filled

Job Description:

This position is assigned to a unit within the Economic Services Section. This position is responsible for intake, processing, and review functions for one or more of the Income Maintenance programs. Work at this level includes such tasks as interviewing of clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility and/or completing scheduled program reviews. Employees must explain program requirements and options and advise or refer clients to other program services as appropriate.

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:

High School Diploma and at least one year of experience as an Income Maintenance Caseworker I. Applicants without the one year experience will be considered for the position in a work against situation.

Hours of Work:

Agency hours are Monday through Friday 8:30 am to 12:00 pm and 1:00 pm to 5:00 pm. Position is 29 hours per week, during agency hours.

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.