



STANLY COUNTY
DEPARTMENT OF SOCIAL SERVICES
1000 NORTH FIRST STREET, SUITE 2
ALBEMARLE, NORTH CAROLINA
28001
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JOB OPPORTUNITY

POSITION: Income Maintenance Supervisor II
LOCATION OF POSITION: 1000 North First St., Suite 2
Albemarle, NC 28001
SALARY: \$36,938
POSITION AVAILABLE: September 17, 2018

DUTIES: To supervise the Family and Children's Medicaid/Work First eligibility unit of Income Maintenance Caseworkers who determine and redetermine eligibility of clients for assistance programs such as Family and Children's Medicaid/Work First. Duties include planning, organizing and directing, training, setting and enforcing work standards, reviewing work, troubleshooting cases and performing other personnel functions.

KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of all income maintenance programs, forms, and documents used in determining eligibility. Considerable knowledge of the income maintenance manuals and the application of the manual material. Considerable knowledge of needs, problems, and attitudes of disadvantaged persons. General knowledge of all agency programs and services. General knowledge of community services and programs which could affect the client/applicants. General knowledge of the budget process. Good mathematical, reasoning, and computational skills. Ability to instruct, organize, direct, and supervise lower level employees. Ability to learn basic supervisory/management skills. Ability to communicate effectively with workers, supervisors, applicants, and community agencies to obtain pertinent data and to interpret rules and regulations. Ability to present information orally and in written form. Considerable knowledge of computer navigation and troubleshooting through the NC Fast system used in determining eligibility.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: Three years of experience as an Income Maintenance Caseworker or Investigator in an Income Maintenance Program, preferably with one year of supervisory experience; or an equivalent combination of training or experience.

ADDITIONAL REQUIREMENTS: Must have valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use, a criminal records check will be conducted and a driver's license check will be completed. **Official transcript must be included with the application.** Must be flexible in work hours.

RECRUITMENT PERIOD: September 5, 2018 through 4:30 on September 19, 2018

HOW TO APPLY: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the NC Works Career Center, 944 N First Street, Albemarle, NC 28001. (704) 982-2183. Applications are available on the Stanly County website and the NC Works Career Center. A fully completed Stanly County application is required.

Applications will be reviewed to select the best qualified applicants for admission to an interview.

STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.