



**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 Caseworker III

LOCATION OF POSITION: 1000 North First St., Suite 2
Albemarle, NC 28001

STARTING SALARY \$33,795

POSITION AVAILABLE: October 8, 2018

DUTIES: This position involves performing duties of leadership and responsibilities of interviewing and taking applications and/or processing cases and reviews of clients for Medicaid and Food and Nutrition programs. Employee must be knowledgeable of all aspects to advise and counsel Income Maintenance Caseworker staff on policies and regulations of the income maintenance program(s). Work also requires the provision of training to Income Maintenance staff in new program policy directives and NC Fast. Work also includes providing training for new and transitional employees as well as troubleshooting in NC Fast.

KNOWLEDGE, SKILLS, AND ABILITIES: Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret a variety of regulations, policies and procedure of varying complexity. Ability to work independently and prioritize work. Ability to instruct and evaluate the work of lower level employees. Ability to train employees in new and existing rules, regulations, policies and procedures. Ability to understand the needs and problems of clients/applicants. Ability to perform caseworker function under and within structured time frames. Ability to work under stress. Proficient computer and data entry skills are required.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS FOR INCOME MAINTENANCE

CASEWORKER III: Two years of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

Applicants who meet the qualifications listed for the Income Maintenance Caseworker III will be given first consideration. However, anyone who meets the following may apply as a "work against appointment" and will be considered: 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, 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.

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 and a driver's license check will be conducted. Computer skills required. Must be flexible in work hours.

RECRUITMENT PERIOD: October 8, 2018 through 4:30 on October 22, 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.