

HYDE COUNTY DEPARTMENT OF SOCIAL SERVICES

POSITION AVAILABLE

POSITION: Income Maintenance Caseworker II

SALARY: DOE (Depend on Experience)

CLOSING DATE: Open until Filled

JOB DESCRIPTION:

This position will be responsible for the screening, taking, and redetermining applications in the Economic Department of Social Services. Duties include interviewing clients, processing new applications, verifying information, completing scheduled eligibility reviews and maintaining a caseload. In the intake process the employee will be responsible for obtaining all pertinent data concerning the clients' family composition, financial employment and health status. The applicant must be knowledgeable about other resources in the agency, county, and state. Accurate record keeping is required and the applicant must have the ability and skill to understand rules and regulations of the programs.

KNOWLEDGE, SKILLS AND ABILITIES:

Employee must have considerable knowledge of the Income Maintenance Program assigned, general knowledge of all agency and community programs and services, which could affect the client/applicant. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret rules, regulations and procedures. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to perform casework functions within structured time frames.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

One year of experience as an Income Maintenance Casework; or an equivalent combination of training and experience.

INVITATION TO APPLY:

All applicants must complete a State of North Carolina application form (PD-107) and submit to Laurie Potter, Director; Hyde County Department of Social Services; P . O. Box 100; Engelhard, NC.

OTHER REQUIREMENT: Applicant must have a valid NC Driver's License and a reliable vehicle for travel. Travel may involve overnight out of the county for training purposes.

HYDE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER