

JOB VACANCY ANNOUNCEMENT

POSITION: Income Maintenance Caseworker III

DEPARTMENT: Duplin County Social Services

SALARY: Grade 65 Starting Salary: \$14,365.9 Hourly / \$29,881 Annually

OPENING DATE: July 7, 2017 Closing Date: 7/21/17
5:00 P. M.

APPLY AT: Duplin County Personnel Office
County Administration Building - 224 Seminary Street
Kenansville, NC 28349
910/296-2174 "Equal Opportunity Employer"

GENERAL DESCRIPTION OF DUTIES

The primary purpose of this position is take, process, and maintain Long-Term Care and CAP (Community Alternative Program) cases; as well as relative and specialized cases. This position must be able to assist across all Income Maintenance Programs. The position provides back-up coverage and training for Income Maintenance Caseworkers. This worker will also assist Income Maintenance Supervisors in reviewing Income Maintenance Caseworkers records for accuracy and timelines.

SPECIFIC DUTIES AND RESPONSIBILITIES

This list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed here if such functions are a logical assignment to the position.

This position's time is to be spent performing quality assurance duties which include assisting the Supervisor in reviewing, organizing, and training the unit. This position conducts second party reviews of completed actions of all Income Maintenance Caseworkers for all Income Maintenance Programs. This position may be involved in the training of new employees as well as assisting in the training of current staff. This position must also work to assist the Supervisor in identification analysis and resolution of problems for training with the units.

This position takes, processes applications on all relative and specialized cases and maintains the caseload as well. This position also completes any actions needed in the absence of the Income Maintenance caseworkers in the agency. This position must maintain a general knowledge of all programs available in the agency which is TANF; MAF; MAABD; SA; LIEAP; Food and Nutrition; Child Support; Transportation Services; Foster Care; Services to the Blind; MQB; MQBB; Work First Employment; Adult and Children's Protective Services; Adoption Services; Child Care and Program Integrity to assist the division staff to make appropriate referrals.

This position may be assigned other duties. Also, in the event of a natural or man-made disaster, this position may be assigned duties related to the opening of managing of shelter for displace or special needs persons.

This position testifies in court if subpoenaed or if requested as part of an agency initiated action such as welfare fraud.

While the following tasks are necessary for the work of the unit, they are not essential part of the purpose of this position may also be performed by other unit members.

This position operates a computer, scanner, copier and calculator.

MINIMUM EXPERIENCE AND TRAINING

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

SPECIAL REQUIREMENTS

Must have a valid N. C. driver's license. Must have access to a motor vehicle for travel to client homes and various destinations throughout the county. In accordance with the county's drug free workplace, employees are subject to pre-employment and random drug screening.