

JOB VACANCY ANNOUNCEMENT

POSITION: Income Maintenance Supervisor II

DEPARTMENT: Duplin County Social Services

SALARY: Grade 67 Starting Salary: \$31,709 Annually/\$15.2447 Hourly

OPENING DATE: May 12, 2017 Closing Date: 5/26/17
5:00 PM

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 to supervise the Adult Medicaid unit; intake and case management. This position ensures that the unit produces efficient and accurate work in the difficult programs involving Medicaid for the Aged (MAA), Medicaid for the Disabled (MAD), Medicaid for the blind (MAB), Medicare Qualified Beneficiaries (MQB), and Special Assistance (SA). It provides medical care for people that are in private living arrangement including the Community Alternative Program (CAP) and long term care facilities. This position requires an in-depth knowledge of all Adult Medicaid programs and the ability to supervise and complete all eligibility functions.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The 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 herein if such functions are a logical assignment to the position.

This position supervises the intake and processing functions that determine initial eligibility for Medicaid for the Aged (MAA), Medicaid for the Disabled (MAD), Medicaid for the blind (MAB), Medicare Qualified Beneficiaries (MQB), and Special Assistance (SA); as well as the case management functions of these program; all of which must be completed within the required timeframes.

MINIMUM TRAINING AND EXPERIENCE

Three years of experience as a caseworker in an income maintenance program, preferably with one year of supervisory experience; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

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