

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Income Maintenance Caseworker II (Position #167-32)
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$32,395 - \$33,951
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: February 10, 2014
DATE AVAILABLE: February 12, 2014
CLOSING DATE: February 21, 2014

PRIMARY PURPOSE OF POSITION

This position will provide professional human services work, assisting individuals in accessing a variety of social services, interprets program information, determines eligibility for human service programs, and conducts in-office and/or on-site interviews and/or assessments.

ESSENTIAL JOB FUNCTIONS

This position interviews clients and/or collateral contacts to gather information, to secure medical, work history and other income information and to determine need and eligibility for human services. Verifies information and investigates discrepancies. Assists clients in retaining public assistance benefits by updating information in client file and state eligibility systems. Follows policies and procedures related to eligibility determination and redetermination. Extensive computer skills and knowledge of multiple software programs is required. Must be able to demonstrate ability. Uses information technology to determine eligibility, to record notes and to manage records. Conducts client assessment to identify barriers to employment, including work habits, lack of job search skills, lack of work skills and lack of supporting services, such as transportation or child care. Documents eligibility decisions and retains copies of client information, financial, psychological, medical, vocational, and court records in order to provide accountability for the expenditure of state and federal funds by recording information in case logs and clients files. Provides clients with information about the availability of services and refers them to appropriate agencies or community programs.

ADDITIONAL JOB FUNCTIONS

All staff are required to perform additional tasks with disaster management. Employees are frequently subject to working with upset clients and compressed time frames. Bilingual (Spanish) preferred.

MINIMUM EDUCATION AND EXPERIENCE

One year of experience as Universal worker; or an equivalent combination of training and experience. Must possess:

- Ability to read, analyze, interpret and apply rules, regulations and procedures
- Good mathematical, reasoning and computations skills. Computer skills.
- Organizational skills to meet multiple mandated timeframes
- Ability to communicate with a variety of individuals: business/public officials/clients. etc.
- Valid Driver's License and reliable vehicle for work. Will accept other valid driver's license issued by other states if military affiliated.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

