

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Income Maintenance Caseworker III (168-6)
LOCATION: Craven County Department of Social Services
SALARY RANGE: \$36,293 - \$38,039
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: September 3, 2015
DATE AVAILABLE: November 2, 2015
CLOSING DATE: September 14, 2015

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to assist the Income Maintenance supervisor with orientation and training of new staff; assisting with ongoing training for team members; tracking, reviewing and reporting Income Maintenance Program application information.

ESSENTIAL JOB FUNCTIONS

This position is responsible for lead casework in the Food Stamp Program. Major functions include selecting case samples for second party review, problem analysis/identification/resolution, reporting results of analysis, computing team processing time, and assisting with training of new and current staff. Position will provide coverage for vacant casework positions on the Food Stamp Team as well as take, process and maintain food stamp cases designated as "relative cases". Additional responsibilities include participating in second party review sessions, being available to assist caseworkers with any casework function, assisting supervisor with planning short term goals and objectives for the Food Stamp Team, assisting with preparations for hearings and may be assigned as hearings officer if necessary. Position works independently with full support from supervisor and Income Maintenance Administrator. Supervisor will randomly sample position's work to ensure compliance with program policy and team expectations. This position may be called to testify in court cases involving suspected food stamp fraud.

ADDITIONAL JOB FUNCTIONS

All staff are required to perform additional tasks with disaster management in times of emergency situations. Position may perform other duties as assigned by the Supervisor, Income Maintenance Administrator or Director.

MINIMUM EDUCATION AND EXPERIENCE

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 includes negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least two years 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 performance of mathematical or legal tasks; or an equivalent combination of training and experience.

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.

Craven County

