



Martin County Department of Social Services
Post Office Box 809
Williamston, North Carolina 27892
(252) 789-4400 – Office (252) 789-4409 – Fax

JOB VACANCY

DATE: April 1, 2021

POSITION: INCOME MAINTENANCE CASEWORKER II

UNIT: FNS

TYPE OF POSITION: PERMANENT/FULL TIME. MONDAY THROUGH FRIDAY
8:00 A.M. – 5:00 P.M.

GRADE: 63

SALARY: \$29,268 fully qualified (A WORK AGAINST WILL BE CONSIDERED)

DUTIES:

Provide FNS, CIP, LIEAP services to the citizens and families of Martin County. Employee is responsible for the total process of determining/redetermining applicant eligibility for FNS and processing applications CIP and LIEAP. Work includes interviewing of clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility or completing scheduled program reviews.

RESPONSIBILITIES:

Direct contact with the clients, representatives and collaterals is required. Employee decisions impact upon the well-being of the clients who are the recipients of benefits. Provides intake services, which consist of interviewing, determining need and eligibility, and assisting in meeting those needs through resources within or outside of the agency. Make appropriate referrals in order to fulfil the needs of the clients. Employee will, in time of disaster, either man-made or natural, have to execute duties not spelled out in this job order.

KNOWLEDGES, SKILLS AND ABILITIES:

Considerable knowledge of the program area. General knowledge of all agency and community programs and services, which could affect the client. Good mathematical reasoning and computational skills. Ability to read, analyze and interpret rules, regulations and procedures. Ability to communicate with clients, the public at large and public officials to obtain data and to explain and interpret rules, regulations and procedures. Ability to perform caseworker functions within structured time frames. Must be proficient in computer programs. NCFAS experience is PREFERRED.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

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

Graduation of high school with a combination of training of one year of mathematical computation, typing, data entry, and customer service. Must have at least one year of office experience or a two-year degree in Human Services or Business Administration. Must be able to perform normal office work and to drive a motor vehicle. Driver's license is required. . WORK AGAINST APPOINTMENTS WILL BE CONSIDERED.

TO APPLY:

All applicants must submit a typed PD-107 (state application) to:

Martin County Department of Social Services
Attention: Barbie Casper, Administrative Officer
Applications can be mailed to; Post Office Box 809, Williamston, NC 27892 or
submitted in person at: 305 East Main Street, Williamston, NC 27892.

CLOSING DATE: April 22, 2021 at 5:00 pm

Applicants selected for employment have to first pass a drug/alcohol screening and a criminal background check. Bilingual applicants sought.

AN EQUAL OPPORTUNITY EMPLOYER