



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

JOB VACANCY

**** REPOST ****

DATE: April 12, 2021

POSITION: INCOME MAINTENANCE SUPERVISOR II

UNIT: FOOD and NUTRITIONAL SERVICES / ENERGY PROGRAMS UNIT

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

GRADE: 67

SALARY RANGE: \$34,902.00 - \$42,381.00

DUTIES:

To provide supervision to the Food and Nutritional Services / Energy Programs unit which take applications to determine / re-determine eligibility and to maintain ongoing cases. To make sure eligibility is properly determined and that energy providers are paid correctly and payments are not over budget.

RESPONSIBILITIES:

The person in this position will be responsible for the daily operation of the unit. Required responsibilities will include, but are not limited to assuring the unit meets all state performance measures, personnel supervision, unit and staff trainings, completion and submission of agency and state reports. Must be proficient using the NC Fast system.

KNOWLEDGES, SKILLS AND ABILITIES:

The Unit Supervisor must have a thorough knowledge of the FNS and Energy Programs. This person must be able to assess staff skills and provide instruction to supervised employees. This person must be able to communicate effectively with workers, other supervisors, clients, state level representatives, or other members of the community. This

position will have a significant amount of public interaction to respond to questions or concerns regarding the programs specified above on a daily basis. This person must have the ability to obtain and verify pertinent data as well as interpret and apply rules and regulations of the various Income Maintenance programs. The person in this position strives for a zero error rate. This person must have general knowledge of the budget process, and must have good mathematical, reasoning, and computational skills. This person must be able to present information orally and in writing.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Three years of experience as a caseworker or investigator in an Income Maintenance Program, preferably with one year of supervisory experience or an equivalent combination of training and experience.

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: May 3, 2021 at 5:00 pm

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

AN EQUAL OPPORTUNITY EMPLOYER