



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: June 28, 2018

Agency: Martin County Department of Social Services

Position: Income Maintenance Caseworker II: Child Care Subsidy Unit/Work First Employment Services

Type of Position: Permanent/Full Time

Hours of Work: 8:00 A.M.-5:00 P.M., Monday through Friday

Salary Grade: 63

Beginning Salary: \$28,693.00 for fully qualified candidates. Work against candidates will be considered at a lower salary.

Duties and Responsibilities:

This position provides case management functions to Child Care Subsidy cases; establishes eligibility for child care; performs recertification; updates case changes. Also, serves as a backup for energy assistance programs in assessing and determining eligibility.

Employee may be called upon in case of a disaster, either man-made or natural, to serve the citizens of Martin County in ways other than listed above. These other duties will take precedence over duties described in this job announcement.

Knowledge, Skills, and Abilities:

Considerable knowledge of the program/areas of assignment. General knowledge of all agency and community programs and services which could affect the client/applicant. 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. Considerable skills using a computer are a requirement. NCFAST 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. Work against applicants will be considered.

Requirements for Income Maintenance Caseworker I: Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, paralegal Technology, Business Administration, Secretarial Science or closely related curriculum; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least one year 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 the performance of mathematical or legal tasks; or an equivalent combination of training and experience.

Bilingual in English and Spanish is desirable.

TO APPLY:

Anyone interested in applying for this position must submit a typed NC State Application (PD-107) including a complete job history to:

Martin County Department of Social Services
Attn: Barbie Bonds
305 East Main Street / Post Office Box 809
Williamston, NC 27932

These applications may be submitted via mail or in person. Individuals interested that are out of the area can submit a completed application via fax at: (252) 789-4409, Attn: Barbie Bonds.

ALL ORIGINALS MUST BE MAILED.

All successful candidates will be required to submit to a substance abuse and a criminal history record check.

CLOSING DATE: JULY 12, 2018.

MARTIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.