



## JOB ORDER

### MARTIN COUNTY DEPARTMENT OF SOCIAL SERVICES

**DATE:** March 21, 2018

**POSITION:** INCOME MAINTENANCE CASEWORKER II

**UNIT:** WORK FIRST, CHILD CARE SUBSIDY, ENERGY

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

**GRADE:** 63

**SALARY RANGE:** \$28,693 - \$42,357 (A WORK AGAINST WILL BE  
CONSIDERED)

#### **DUTIES:**

Provide services to the citizens and families of Martin County. Services provided are Crisis Intervention Program, Low Income Energy Assistance Program (LIEAP), Emergency Assistance Program, Resources and Referrals, and assistance thru the Carrie Biggs Memorial Fund. The Unit interviews families who are in emergency crisis situations, follows policy to determine eligibility for assistance, and refers to ongoing DSS services and community resources. The Unit focuses its attention on clients' well-being, rights, and safety.

#### **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 ABILITES:**

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. 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.

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: Letecia Loadholt, Director

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:** Thursday, April 5, 2018 at 5:00 p.m.

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

AN EQUAL OPPORTUNITY EMPLOYER