



Martin County Department of Social Services  
305 E. Main Street  
Williamston, NC 27892

Job Order

**Date:** May 1, 2018

**Agency:** Martin County Department of Social Services

**Position:** Income Maintenance Caseworker II: Universal Worker

**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 Candidate-Work Against applications will be accepted)

**Duties and Responsibilities:**

These positions are part of the Intake and/or Review Teams within the agency. These positions are responsible for applications and reviews for Food and Nutrition Services, Adult Medicaid, Family and Children's Medicaid, NC Health Choice and Work First.

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.

**Knowledges, 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.

**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 a plus.**

**HOW TO APPLY:** Anyone interested in applying for this position must submit a typed NC State Application (PD-107) <https://oshr.nc.gov/documents/nc-state-government-application-employment-pd-107> including a complete job history to Martin County Department of Social Services @ 305 E. Main Street / Post Office Box 809, Williamston, NC 27892. Official transcript is required with application. 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: Letecia Loadholt. **ALL ORIGINALS MUST BE MAILED**

**CLOSING DATE:** MAY 15, 2018 AT 5:00 P.M.

*MARTIN COUNTY DEPARTMENT OF SOCIAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.*