

VACANCY ANNOUNCEMENT

Position: Income Maintenance Caseworker II

Salary Grade: 63

Starting Salary: \$28,724

Available: July 1, 2010

Description: Employee in this position interviews clients, determines eligibility for Adult Medicaid Unit, obtains necessary verifications and makes numerous contacts daily with medical professionals as well as the public at large. Employee must adhere to all federal, state and local policies and procedures. Excellent mathematical, computer and interviewing skills are needed for this position.

Minimum Training/
Qualifications: Considerable knowledge of the program/area 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/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within structured time frames. One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

Closing Date: July 1, 2010

“AN EQUAL OPPORTUNITY EMPLOYER”

Submit state application (PD 107) to: Nicki Perry, Director
Franklin County Department of Social Services
P.O. Box 669
Louisburg, NC 27549