

## JOB VACANCY ANNOUNCEMENT

**POSITION:** Income Maintenance Caseworker II (3 Positions)  
**DEPARTMENT:** Duplin County Social Services  
**SALARY:** Grade 63 Starting Salary: \$13.2712 Hourly/\$27,604 Annually  
**OPENING DATE:** September 8, 2017 Closing Date: 9/22/17  
5:00 p.m.  
**APPLY AT:** Duplin County Personnel Office  
County Administration Building - 224 Seminary Street  
Kenansville, NC 28349  
910/296-2174 "Equal Opportunity Employer"

### GENERAL DESCRIPTION OF DUTIES

The primary purpose of this position is to handle multiple functions through multiple programs. This would include taking, processing and maintaining all Income Maintenance Programs.

### EXAMPLES OF ESSENTIAL FUNCTIONS

**The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.**

This requires taking applications, processing these applications and maintaining the cases. This position will collect data pertinent to verification of eligibility and assess the information received as well as the family situation. After this assessment, this position determines the appropriate intervention regarding the case (continue the case at the current benefit level, or effecting changes in the benefit level). This position must constantly evaluate the case situations and information presented to ensure the benefits are delivered in a timely, accurate, courteous, caring and confidential manner. This position networks with other counties, agencies and caseworkers so as to assist the client in obtaining additional help, advice or counsel and to appropriately meet the needs of the family. This position must terminate involvement with the client when the goal of self-sufficiency has been met or the person ceases to be eligible for assistance.

Decisions regarding case actions are based upon research of the state policy manuals and/or consultation with the supervisor. This position testifies in court if subpoenaed or if requested as a part of an agency initiated action such as welfare fraud.

This position is responsible for maintaining controls to ensure that application deadlines are met. Guidance by this position is important to ensure that all policies and budgeting procedures for each program are applied correctly.

This position attends regional and agency meetings on policy and other areas.

This position sets the work standard.

This position may be assigned other duties and work in other areas or programs as needed. Also, in the event of a natural or man-made disaster, this position may be assigned duties related to the opening of shelters for displaced or special needs person.

## **MARGINAL FUNCTIONS**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

This position operates a typewriter, fax and copier.

## **MINIMUM TRAINING AND EXPERIENCE**

One year experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

## **SPECIAL REQUIREMENTS**

Must have valid N.C. driver's license. Must have access to use of a motor vehicle for travel to client homes and various destinations throughout the county. In accordance with the county's drug free workplace, employees will be subject to pre-employment and random drug screening.