

JOB VACANCY ANNOUNCEMENT

POSITION: Income Maintenance Supervisor II

DEPARTMENT: Duplin County Social Services

SALARY: Grade 67 Starting Salary: \$32,343 Annually/\$15.5495 Hourly

OPENING DATE: January 9, 2018 **Closing Date:** 1/16/18
5:00 PM

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 supervise multiple income maintenance programs.

- . This position supervises the intake and processing functions that determine initial eligibility for multiple programs; as well as the case management functions of these program; all of which must be completed within the required timeframes:

MINIMUM TRAINING AND EXPERIENCE

Three years of experience as a caseworker in an income maintenance program, preferably with one year of supervisory experience; 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.