

TYRRELL COUNTY DEPARTMENT of SOCIAL SERVICES

Employment Opportunity

Classification Title: Income Maintenance Caseworker III

Salary Range: \$32,859 - \$49,289

Closing Date: Open Until Filled (**Position will be available November 1, 2023**)

Job Description:

This position is assigned to a unit within the Economic Services Section. This position is responsible for the total process of determining/redetermining applicant eligibility for one or more of the Income Maintenance programs, mainly Adult Medicaid including Long Term Care, Community Alternatives Program, and Special Assistance. This involves interviewing clients and collateral contacts using various complex automated systems. Duties include obtaining all pertinent data concerning the applicant's household composition, income, financial and health status, and processing of cases through the verification of all information obtained during application/redetermination interview.

This position also acts as a Lead Worker over the Income Maintenance Caseworker II's responsible for intake, processing, and review of Adult Medicaid, and Family and Children's Medicaid. This position requires at least 25% of their time be spent in a Lead Worker capacity. As Lead Worker, this position is required to assist staff with the functional processes of Adult Medicaid and Family and Children's Medicaid programs.

This worker must possess the ability to interact well with the public and must be able to work in a team environment. This worker must possess excellent computer skills sufficient to use NC FAST (which is NC's Online Case Management System), research and understand online program manuals, and use other search engines and software programs. Other duties may be assigned to the worker when deemed necessary by the Supervisors and/or the Director. This worker must respond to disasters as needed in accordance with Tyrrell County DSS policy. This worker must have a valid NC Driver's License and a working phone in case of emergencies.

Education and Experience:

High School Diploma and at least two years of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience. Applicants without the two years' experience will be considered for the position in a work against situation.

Hours of Work:

Normal hours of work are Monday through Friday 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

37.5 hours per week.

Application Process:

*****All applicants must submit a PD-107 State Application to the employer either in person at 102 N Road St in Columbia, NC or by mail at PO Box 599 Columbia, NC 27925.*****

Tyrrell County DSS is an EOE employer.