

HYDE COUNTY DEPARTMENT OF SOCIAL SERVICES

POSITION AVAILABLE

POSITION: Income Maintenance Caseworker II

Posting Date: April 17, 2018

CLOSING DATE: Open until Filled

JOB DESCRIPTION:

This position will be responsible for the screening, taking, and redetermining applications in the Food Stamp Unit. In the intake process the employee will be responsible for interviewing clients to obtain all pertinent data concerning the client's family composition, financial, employment. Employee may also be involved in processing client's application through the verification of all information obtained during intake. Work may also involve the redetermination or review of the client's case on a periodic basis, in order to re-verify the client's eligibility for continued participation in the program.

KNOWLEDGE, SKILLS AND ABILITIES:

Employee must have considerable knowledge of the Food Stamp Program and general knowledge of all agency and community programs and services, which could affect the client/applicant. Good mathematical reasoning and computational skills. Employee must have ability to read, analyze, and interpret rules, regulations and procedures. Employee must have 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. Employee must have ability to perform caseworker functions within structured time frames.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Minimum training and experience requirements are one year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

INVITATION TO APPLY:

All applicants must complete a State of North Carolina application form (PD-107) and submit to Laurie Potter, Director; Hyde County Department of Social Services; P. O. Box 100; Engelhard NC 27824.

OTHER REQUIREMENT: Applicant must have a valid NC Driver's License and a reliable vehicle for travel. Travel may involve overnight out of the county for training purposes.

HYDE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER