HYDE COUNTY
Department of Social Services
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SWAN QUARTER, NC 27885

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DIRECTOR

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Hyde County Department of Social Services

POSITION: IMCW II/Universal Worker

Closing Date: March 18, 2015

JOB DESCRIPTION:

This position will be responsible for interviewing clients using various complex automated systems, explaining the requirements and benefits of all Medicaid Programs, Food and Nutrition Services, Work First Family Assistance and Benefit Marketplace to determine eligibility and/or re-eligibility for the various programs. Duties include researching and evaluating resources; verifying information; processing applications; explaining and recommending programs; referring clients to other appropriate agencies or community programs and documenting findings and the status of the case.

KNOWLEDGE, SKILLS AND ABILITIES;

Applicant must have knowledge of policy and procedures related to eligibility, determination and re-determination as well as excellent communication and interpersonal skills to communicate with people from diverse backgrounds and educational levels.

Applicant must possess excellent computer skills and have ability to read and interpret policy, job aides, and changes notices for competency in NCFAST. A computer test will be required.

MINIMUM QUALIFICATIONS:

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

OTHER REQUIREMENT:

Applicant must have a valid NC Driver's License and a reliable vehicle for travel. Applicant must reside or be willing to relocate in Hyde County.

HYDE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER