

RECRUITMENT ANNOUNCEMENT

POSITION: IMCW III Adult Medicaid

Posting Date: April 5, 2018

Application Deadline: April 13, 2018

DESCRIPTION OF WORK:

Employee in this position will be responsible for the total process of determining/re-determining the applicant/client eligibility in Medicaid-Long Term Care Program, Special Assistance and CAP. Employee must be thoroughly familiar with all functional aspects required to properly process the applications of clients applying for benefits.

KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of income maintenance program assigned. Considerable knowledge of all agency and community programs and services which could affect the client/applicant. General knowledge of all income maintenance programs. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret rules, regulations and procedures. 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. Ability to perform caseworker functions within structured time frames.

TRAINING AND EXPERIENCE REQUIREMENT:

Two years of experience as an Income Maintenance Caseworker, or an equivalent combination of training and experience.

APPLICATION PROCESS:

Applicants must complete a North Carolina State Application PD-107 and submit to the Hyde County Department of Social Services; P. O. Box 100; Engelhard, NC 27824.

Hyde County is an Equal Opportunity Employer