



Pasquotank County
Department of Social Services
(Family & Children's Medicaid)

INCOME MAINTENANCE CASEWORKER II

Position Number
239-02-335

Salary
\$26,163 – 36,628
(for fully qualified)

Posted
August 13, 2010

Closes
Open Until Filled

How to apply?
Contact Employment
Security Commission,
422 McArthur Drive,
252-331-4798

Current employees of
Pasquotank Social
Services should contact
the agency Personnel
Officer if they are
interested in applying.

Pasquotank County
provides eligible
employees with a
competitive benefits
package including paid
health insurance, paid
holidays, sick and
vacation leave, and N.C.
Local Government
Retirement

PASQUOTANK
COUNTY
DEPARTMENT OF
SOCIAL SERVICES IS
AN EQUAL
OPPORTUNITY
EMPLOYER

Position Responsibilities: The nature of the business of the Department of Social Services is to provide programs of governmental assistance to those who are eligible for such assistance by the rules and regulations of each program.

Employees in this class are responsible for the total process of determining/re-determining applicant/client eligibility at Pasquotank County Department of Social Services. This employee will be expected to perform tasks such as the interviewing of clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility or completing scheduled program reviews. This employee must explain program(s) requirements and options and advise or refer clients to other program services as appropriate.

Knowledge, Skills, and Abilities: Considerable knowledge of the program/area(s) of assignment. General knowledge of all agency and community programs and services which could affect the client/applicant. 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 instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within structured time frames.

Minimum Training and Experience: To qualify as an Income Maintenance Caseworker II, an applicant must have one year of experience as an Income Maintenance Caseworker I.

The position will require an individual to work Monday through Friday from 8:00 a.m. to 5:00 p.m. with an hour for lunch, either between 12:00 and 1:00 or 1:00 and 2:00 p.m. Some overtime work may be required as needed for emergencies or mass program changes, etc. Each work week consists of forty (40) hours.

If the individual is not qualified as an Income Maintenance Caseworker II, the position occupied will be an Income Maintenance Caseworker I (with a starting salary of \$23,631). At the end of twelve (12) months, the individual will be eligible for promotion to Income Maintenance Caseworker II.

Special Requirements: N/A