

STOKES COUNTY DSS POSITION ANNOUNCEMENT

TITLE: Income Maintenance Caseworker II

LOCATION: Department of Social Services, Danbury, NC

SALARY RANGE: \$33,237.90 - \$53,180.64

CLOSING DATE: Open until Filled (N.C. State Application PD-107 must be submitted by 5:00 p.m.)

GENERAL DESCRIPTION:

This position is responsible for determining and/or redetermining eligibility for Public Assistance programs administered by the Department of Social Services. As well as other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and comprehend rules and regulations and interpret vague and often changing policies and guidelines pertaining to eligibility programs; interview people of varied social, economic and educational backgrounds to obtain pertinent data and verify information in determining eligibility; learn the intricacies of numerous forms and procedures of the eligibility program and present information orally or in report form. Interest in and understanding of the needs, problems and attitudes of disadvantaged persons. Knowledge of other human services and public assistance, particularly those programs that serve low-income and disabled persons. Possess qualities of patience and tolerance in adverse and frustrating conditions. Ability to meet stringent deadlines and produce positive results with limited resources in a stressful work environment.

EXPERIENCE AND TRAINING:

Graduation from high school and one year of experience as an Income Maintenance Caseworker I; or an equivalent combination of education and experience.

APPLICATION PROCESS: Rating of Training and Experience. All applicants must complete a State Application Form (PD-107). Applications are available from the Department of Social Services and on the Stokes County Website (<http://www.co.stokes.nc.us/>).

CONTACT: If you are interested in this position and feel that you meet all the qualifications for the position, please submit an application to:

Angela Easter
Stokes County DSS
P.O. Box 30
Danbury, North Carolina, 27016
Telephone (336) 593-2861

IMPORTANT NOTE: Applicants must be willing to supply an official transcript of any college work. Degrees must be from appropriately accredited institutions. All employees are required to take a physical exam including a urinalysis. Employees may be called upon in case of disaster, either natural or manmade, or to stay with children or adults while waiting for placement to be found. This service, if required, will take precedence over duties described in this position vacancy announcement.

Special Notification: Stokes County will complete background investigations on applicants that shall include, at a minimum, an identify verification, a sex offender registry check, and a criminal record check. In addition, a credit check, educational verification check, and/or driving record history may be required depending upon position applied for.

STOKES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER