

THE SURRY COUNTY DEPARTMENT OF SOCIAL SERVICES
118 HAMBY ROAD
DOBSON, NORTH CAROLINA 27017

Kristy Preston
DIRECTOR

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RECRUITMENT ANNOUNCEMENT

POSTING DATE: July 10, 2018

POSITION: INCOME MAINTENANCE CASEWORKER II

RESPONSIBILITIES: This employee would be responsible for determining and/or redetermining eligibility for income maintenance programs (Medicaid, Food Stamps, Work First) for the Surry County Department of Social Services. Work could involve interviewing new applicants, obtaining required verifications and determining initial eligibility for assistance and/or maintaining an ongoing caseload of public assistance or food stamp cases. Work involves direct contact with customers seeking assistance from the department, their families, community resources, employers, medical providers and others in the course of performing job functions. Income Maintenance Caseworkers use computer terminals to enter data collected from the customers in determining eligibility. Employees are representing the agency to the public and eligibility decisions commit the department to providing customers with public assistance.

MINIMUM EDUCATION AND EXPERIENCE:

Income Maintenance Caseworker II - One year of experience as an Income Maintenance Caseworker.

Income Maintenance Caseworker I - An Associate Degree in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; graduation from high school and two years paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or graduation from high school and three years paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling data and/or performance of mathematical or legal tasks; or an equivalent combination of training and experience.

POSITION AVAILABLE: July 1, 2018

<u>HIRING RATE:</u>	IMC I -	Pay Grade 61	\$27,336
	IMC II -	Pay Grade 63	\$29,592

APPLICATION PROCESS FOR RECRUITMENT ANNOUNCEMENTS

Applications will be taken at the Employment Security Commission, 541 West Pine Street, Mount Airy, NC (336-786-4169) or at the Surry County Human Resources Office, 118 Hamby Rd., Dobson, NC (336-401-8221) until 5:00 pm on the closing date. A complete list of duties and analysis of physical demands is available for review.

APPLICATION DEADLINE: July 20, 2018

SURRY COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BECAUSE OF AGE, SEX, RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, OR DISABLING CONDITION.

SURRY COUNTY IS A DRUG FREE WORK PLACE

ALL PROSPECTIVE EMPLOYEES MUST SUCCESSFULLY PASS DRUG SCREENING AND CRIMINAL BACKGROUND CHECKS AS A CONDITION OF EMPLOYMENT