

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

Kimberly Irvine
DIRECTOR

TELEPHONE
(336)401-8700

RECRUITMENT ANNOUNCEMENT

POSTING DATE: April 29, 2024

POSITION: INCOME MAINTENANCE SUPERVISOR II

RESPONSIBILITIES: This position requires in-depth knowledge of the income maintenance programs, forms, documents and manuals. Knowledge of community and agency programs and services is emphasized, as these resources are important for our clients. Good computational and mathematical skills are necessary. Written and oral communication skills are required to effectively communicate with staff, clients and community to educate and inform them regarding all income maintenance programs. Supervisory skills for interaction management are mandatory. Knowledge of all public assistance programs is essential. The ability to clearly communicate by written directive or orally is critical to effectively train supervisees in new and changing policy and for development of worker/client relationships.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school plus three years of experience as a caseworker or investigator in an income maintenance program, preferably with one year of supervisory experience; or an equivalent combination of training and experience.

POSITION AVAILABLE: Immediately

HIRING RATE: Pay Grade 67 \$40,093.00 – \$66,767.00

APPLICATION PROCESS: Applications will be taken at NC Works Career Center, 942 West Pine St., Mount Airy, NC or call 336-415-6120, by calling the Surry County Human Resources Office at 336-401-8221 or by going online to the Surry County HR job posting page, printing the application and emailing back to the indicated email, SCJobs@co.surry.nc.us. A complete list of demands is available for review.

APPLICATION DEADLINE: Open until filled

**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**