

## Universal Income Maintenance Supervisor II Adult Medicaid

SALARY: \$30,887

Posted: Internal, ESC, Edgecombe County Website  
THIS POSITION IS BEING REPOSTED

### POSITION DESCRIPTION: 165-02-808

This position will work within the Adult Medicaid Unit. The primary purpose of the position is to assign work, instruct, administer, and supervise the work of IMC II and IMC III positions who are involved in the intake, processing and review functions of Adult Medicaid with particular focus in the Adult Long Term Care and SA programs. Work with clients includes the gathering of information through the interview process for the purpose of determining applicant/client eligibility as well as to inform the client of their rights and obligations as prescribed under program policies. Responsibilities also include evaluating the work of line staff for adherence to Federal and State standards for MAGI and FFM in the NCFASST system required in processing Adult Medicaid cases. Work is performed independently in accordance with established policies and procedures. A valid North Carolina driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.). This position is located in the Rocky Mount office; however office location may change based on the needs of the agency.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of all income maintenance programs, forms and documents used in determining eligibility. Considerable knowledge of the use of the income maintenance manuals. Considerable knowledge of needs, problems, and attitudes of disadvantaged persons.
- General knowledge of all agency programs and services. General knowledge of community services and programs which could affect the applicant. General knowledge of the budget process. Excellent computer skills sufficient to use NCFASST and other State online case management systems, as well as other search engines and software programs.
- Ability to instruct, organize, direct, and supervise lower level employees. Ability to learn basic management skills. Ability to communicate effectively with workers, supervisors, applicants and community agencies to obtain pertinent data and to interpret rules and regulations. Ability to present information orally and in written form.
- Preferences: Prefer applicants with computer experience and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. **Bilingual applicants (English/Spanish) encouraged to apply.**

### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Three years of experience as a caseworker or investigator in an income maintenance program preferably with one year supervisory experience in an income maintenance program.
- Official transcripts required.

Application Period: 09/23/2014 through 10/02/2014

Application Deadline: October 2, 2014 at 5:00 p.m.

**Application Process:** Applications are available online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov). Applications are available at the Edgecombe County Manager's Office at 201 S. Andrew St. Tarboro, NC 27886 and at the Social Services Department located at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications may be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applicants may also apply through the Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered.

We support a drug free work environment. A pre-employment drug screening and criminal background check is required:

**AA/EOE**