

EDGECOMBE COUNTY
DEPARTMENT OF SOCIAL SERVICES
301 SOUTH FAIRVIEW ROAD
ROCKY MOUNT, NORTH CAROLINA 27801
(252) 985-4101

IMC II

SALARY: \$25,411

SALARY IS COMMENSURATE WITH EXPERIENCE

Posted: Internal, ESC, Edgecombe County Website

POSITION DESCRIPTION:

165-02-359

This position is located within the **FOOD & NUTRITION SERVICES UNIT**. Primary duties will include taking, processing, determining and re-determining applications in the **FOOD & NUTRITION** Program. 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. Duties include but are not limited to the checking of property and assets either through home visits or traveling to the place of verification. A valid NC 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 performs disaster related duties during emergency disasters and shelter openings. Position is located in the **ROCKY MOUNT OFFICE**, however, office location may change based on the needs of the agency.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of forms, manuals, rules and procedures used in determining eligibility. General knowledge of agency's organization rules, policies and procedures.
- Ability to conduct interviews and interpret agency policies and procedures to people of varied social economic and educational backgrounds; detect need for other agency services and make appropriate referrals to the services staff; work with facts and figures and perform tasks involving a high degree of accuracy;
- Perform work involving careful review and of a computational nature; and communicate effectively with other agency personnel to gather and verify information.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- One year of experience as an Income Maintenance Caseworker; or an equivalent combination of education and experience.
- Work against applicants will be considered. Salary is commensurate with experience.
- (IMC I Salary: \$23,048.00)
- Preferences: Prefer applicants with computer experience and/or knowledge of State Network Systems, imaging programs and Windows software including Microsoft Word. Bilingual experience helpful.

Application Period: 08/07/2011 through 08/15/2011

Application Deadline: August 15, 2012 @5:00pm

Application Process: Edgecombe County Social Services employees may return a completed NC state application to Nora Harper, Personnel Assistant. All other applicants should apply through the Employment Security Commission. A pre-employment drug screening and criminal background search is administered for all new hires.

WE SUPPORT A DRUG FREE WORK ENVIRONMENT.

AA/EOE