

## Income Maintenance Caseworker III-LTC-SA

Salary: \$28,015

165-02-516

Posted: Internal, ESC, Edgecombe County Website

### Position Description:

This position is located within the **MEDICAID UNIT**. Primary duties will include taking, processing, determining and re-determining applications in **ADULT MEDICAID** with particular focus in the Adult Long Term Care and SA 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 **TARBORO OFFICE**, however, office location may change based on the needs of the agency.

### Knowledge, Skills and Abilities:

Thorough knowledge of income maintenance programs assigned. Considerable knowledge of agency and community programs and services which could affect the applicant. Ability to understand the needs and problems of applicants. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret a variety of regulations, policies and procedures of varying complexity. Ability to work independently and prioritize work. Ability to communicate with applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to conduct interviews and interpret agency policy and procedure to people of varied social economic and educational backgrounds; detect need for other services and make appropriate referrals. Ability to perform caseworker functions within structured time frames.

### Education and Experience Requirements:

- Two years of experience as an Income Maintenance Caseworker
- Will consider applicants at the Income Maintenance Caseworker II level with a hiring rate of \$25, 411.00
- Copies of undergraduate and/or graduate transcripts required
- Computer Proficiency Test Is Required

Application Period: 03/05/2014 through 03/14/2014

Application Deadline: March 14, 2014 @ 5:00 p.m.

Application Process: Applications are available online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov). Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St. Tarboro, NC 27886. Applications can also be picked up at the Social Services Office at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications are to 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.

- Preferences: Prefer applicants proficient in the use of a computer with strong verbal and written communication skills and knowledge of EIS, OLV and other eligibility and verification software programs. Bilingual (English/Spanish) applicants are encouraged to apply.

We Support a Drug Free Work Environment. A pre-employment drug screening and criminal background check is required.

**AA/EOE**