

EDGECOMBE COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
122 EAST ST. JAMES STREET  
TARBORO, NORTH CAROLINA 27886  
(252) 641-7611

**Income Maintenance Caseworker III**  
**Outpost Position @ Nash Healthcare Systems**  
**Salary: \$28,015**

**165-02-506**

**POSTED: Internal, ESC, Edgecombe County Website**

**Description:**

The primary purpose of this position is to serve as an outstationed caseworker at Nash Healthcare Systems. This position will take and process applications for all income maintenance programs with particular expertise in the Medicaid Long-Term Care, Adult and Family and Children programs. Applications are taken and processed in-house at the hospital. Technical expertise is provided to hospital administration and professional staff on issues impacting client eligibility for all medical assistance as provided by the Medicaid program. This position is viewed by the hospital's administrative staff as the primary contact for problem resolution. This position assumes responsibility for the resolution of complex problems where the consequence of action can have a considerable effect on the client, the hospital and/or the agency. Position receives and processes all mail in applications in the Adult Medicaid Program. A valid NC driver's license and access to a passenger vehicle is required. Position performs other duties as assigned. 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.). There is a possibility of overtime work. Overtime work is compensated with compensatory leave. Please note that this position is out-posted in **ROCKY MOUNT**, at Nash General Hospital, 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 to determine 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 educations 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.
- Ability to use computer software such as windows Microsoft Work, Internet Explorer, NC FAST

**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 salary of \$25,411.00.
- Computer Proficiency Test Is Required

**Application Period: 12/30/2013 thru 01/09/2014**

**Application Deadline: January 9, 2014 @ 5:00pm**

**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 encouraged to apply.

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

**AA/EOE**