

Edgecombe County  
Department of Social Services  
3003 North Main Street  
Tarboro, NC 27886

## **Income Maintenance Supervisor II**

**165-02-804**

**SALARY: \$30,887**

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

### **Position Description:**

This position will be located in 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. Responsibilities also include evaluating the work of line staff for adherence to Federal and State standards regarding the quality of work required in processing **Adult** Medicaid cases. Work is performed independently in accordance with established policies and procedures and is reviewed and evaluated by the Program Administrator. A valid North Carolina driver's license and access to a passenger vehicle is required. Proof of insurance is required. Position is located in the **Tarboro 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. Good mathematical, reasoning, and computational skills.
- 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 Windows software, State Network and Microsoft Word. Bilingual experience helpful.

### **Minimum Training and Experience Requirements:**

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

**Application Period: April 8, 2011 through April 18, 2011**

**Application Deadline: April 18, 2011 at 5:00pm**

Application Process: Edgecombe County Social Services employees may return a completed NC state application to Betty Battle. All other applicants should apply through the Employment Security Commission. A pre-employment drug screening and criminal background search is administered.

**A transcript of undergraduate and/or graduate degree(s) is required at the time of application.**

**Degrees must be received from appropriately accredited institutions.**

WE SUPPORT A DRUG FREE WORK ENVIRONMENT. A pre-employment drug screening and criminal background check is required.

**AA/EOE**