

Edgecombe County  
Department of Social Services  
3003 North Main Street  
Tarboro, NC 27886  
(252) 641-7611

## Income Maintenance Caseworker III-LTC-SA

Salary: \$28,015

Posted: Internal, ESC, Edgecombe County Website

### Position Description:

165-02-519

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 ROCKY MOUNT 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; or an equivalent combination of education and experience.
- Will consider work against applicants: IMC I - \$23,048.00                      IMC II - \$25,411.00

Application Period: Open Until Filled  
Application Deadline: Open Until Filled

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.

- Preferences: Preferences: Prefer applicants with computer experience and/or knowledge of State Network Systems, imaging programs and Windows software including Microsoft Word. Bilingual experience helpful.

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

**AA/EOE**