

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

**Income Maintenance Caseworker III – Work First Lead Worker**

Posted: Internal, ESC, Edgecombe County Website

**SALARY: \$28,015.00**

**Position Description: 165-02-507**

This position will be located in the **Work First Unit in the Rocky Mount office**. The primary purpose of this position is to serve as lead worker in the Work First Family Assistance and Work First Employment Programs in the performance of all functions (i.e., intake, processing, and review). Work will also include performing the same eligibility determination functions as the Income Maintenance Caseworkers during vacancies and other long term absences. The Lead Worker conducts second party reviews to spot errors and advises unit supervisor of corrective action needed to rectify errors. Lead Worker conducts training of new and seasoned employees in new and existing program policy directives. Compile and generate reports at the direction of the Social Work Supervisor. Work is performed in accordance with established policies and procedures and is reviewed and evaluated by the Social Work Supervisor II. Position serves as liaison for unit staff in the absence of the unit supervisor to include authorizing vacation and/or sick leave and signing programmatic documents. Employee will attend management meetings, local/state meetings and meet with program consultants. Employee serves on the interview panel in the hiring process of new employees. A valid North Carolina 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.

**Knowledges, Skills and Abilities:**

- Thorough knowledge of the Work First Cash and Employment programs. Considerable knowledge of all agency and community programs and services which could affect the client/applicant. General knowledge of all income maintenance programs. 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 instruct and evaluate the work of lower level employees.
- Ability to train employees in new and existing rules, regulations, policies and procedures. Ability to understand the needs and problems of clients/applicants. Ability to perform caseworker functions under and within structured time frames.
- Preferences: Prefer applicants with computer experience and/or knowledge of Windows software, State Network Systems and Microsoft Word. Bilingual experience helpful.

**Minimum Training and Experience Requirements:**

- Two years of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

**Application Period: June 15, 2012 through June 26, 2012**

**Application Deadline: June 26, 2012 @ 5:00 p.m.**

Employees of Edgecombe County Social Services may return a completed NC state application form to Nora Harper, **Personnel Assistant**. All other applicants should apply through the Employment Security Commission. **Copies of undergraduate and/or graduate transcripts required.**

*We support a drug free work environment. A pre-employment drug screening and criminal background check is required.*

**AA/EOE**