



DEPARTMENT OF SOCIAL SERVICES
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429
(910) 323-1540 • Fax (910) 677-2852

NOTICE OF VACANCY

January 27, 2012

POSITION #: 151-02-1306

CLOSING DATE: February 6, 2012

**TYPE OF VACANCY: IM CASEWORKER II/FOOD AND NUTRITION SERVICES
ADULT SERVICES**

SALARY GRADE: 63

ANNUAL SALARY: \$30,805

CONDITIONS OF EMPLOYMENT: (The selected applicant will be subject to the following conditions prior to appointment). Failure to complete or fulfill these conditions may result in dismissal. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be a basis for withdrawal of the conditional employment offer. Law enforcement background check is required. Has or is able to obtain a valid North Carolina Drivers License. Basic computer literacy is required to successfully meet expectations of this position, along with the ability to work in a fast paced multi-tasked environment. Competence in Windows, Word, and e-mail are essential.

PREFERRED EDUCATION & EXPERIENCE: Graduation from a four-year accredited college or university and related customer service experience **AND** one (1) year of Caseworker I experience; **OR** two (2) years experience as an IM Caseworker I with an average performance score exceeding 3.75 **OR** two (2) years experience at another DSS in the same position for which they are applying.

MINIMUM EDUCATION & EXPERIENCE REQUIRED: One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

KNOWLEDGES, SKILLS, AND ABILITIES: Good mathematical reasoning and computational skills. Ability to communicate with customers; applicants/recipients and the public to obtain data, and to explain and interpret Income Maintenance rules, policies, and procedures. The worker must possess the ability to understand the needs and problems of applicants/recipients. As well as the ability to learn the program area of assignment and all agency programs and services which could affect the applicant/recipient.

DUTIES: This caseworker is assigned to a section within the Adult Medicaid (Adult Services) Section. This position is responsible for intake, processing and maintenance functions of Food and Nutrition Services applicants/recipients for the

...partnering with families and the neighborhoods where they live to plan and provide early help to vulnerable families....

Adult Services population. This includes interviewing the applicant/recipient, verifying information, documenting case actions, maintaining the record to include making changes to the record.

The employee must determine how the changes impact on the eligibility of each case. Other duties may be assigned to this worker when deemed necessary by the supervisor, to include working with Adult Medicaid cases.

The worker in this position must be human-services oriented and possess the ability to interact well with supervisors, co-workers and customers and be able to work in a team environment. This worker must respond to disasters as needed in accordance with Cumberland County DSS policy, in the event of a natural or man-made disaster or upon the declaration of a state of emergency by the Cumberland County Emergency Management Office.

This position must be able to access the online Food and Nutrition Services Manual and all DSS Administrative Letters. This employee is expected to make the final decision in determining eligibility by exercising prudent judgment and be able to recognize situations that should be referred to the Supervisor for clarification.

APPLICATION: All agency employees should contact MARTA FUSSA, at Ext. 2599, or martafussa@ccdssnc.com OR SHARON YOUNG, at Ext. 2590, or sharonyoung@ccdssnc.com. All other applicants should mail a State Application (PD 107) to Cumberland County Department of Social Services, P.O. Box 2429, Fayetteville, NC 28302. **Applications must be received in this office by 5:00 PM (or if mailed, post marked) on the application closing date listed on this announcement.** *All applicants will be considered, but not necessarily interviewed.* Appointment to position within the Cumberland County Department of Social Services shall be made without regard to race, sex, age, religious preference, political affiliation, or handicapping condition.

*Applications can be downloaded at
http://www.co.cumberland.nc.us/human_resources/job_vacancies/dss.aspx
and can be located on the 1st floor of our agency.*

FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.

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THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CCDSS IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE INDICATE THE POSITION NUMBER(S) WHEN APPLYING