



DEPARTMENT OF SOCIAL SERVICES
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429
(910) 323-1540 • Fax (910) 677-2232

NOTICE OF VACANCY

February 15, 2010

****REPOSTING****

POSITION #: 151-02-1336

OPEN UNTIL FILLED

**TYPE OF VACANCY: IM CASEWORKER II
OF ELIGIBILITY PROGRAMS**

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 withdrawal of the conditional employment offer. 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. Criminal background check 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. 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 year of Caseworker I experience or two (2) years experience as an Income Maintenance Caseworker I with an average performance score exceeding 3.75 or two (2) years experience at another DSS in the same position for which you are applying.

MINIMUM EDUCATION & EXPERIENCE REQUIRED: One (1) year of experience as an Income Maintenance Caseworker; OR an equivalent combination of training and experience.

DUTIES: This position is responsible for all three Income Maintenance functions to include: intake, processing and maintenance for Family and Children's Medicaid and/or Family and Children's Food

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

Nutrition services in the Economic Independence Section. This includes interviewing the client, intake functions, processing new applications, making eligibility determinations, verifying information, keying client information in the state computer systems, and documentation in the record. The employee must determine how information impacts on the eligibility of the case and take appropriate action. Special consideration is given to applications subject to Alexander -vs- Bruton to insure compliance and avoid penalty payments. All required information must be requested within specific time frames and the cases must be processed timely.

The worker in this position must be human-services oriented and possess the ability to interact well with supervisors, co-workers, clients, and ability to work in a team environment is essential. This worker must respond to disasters as needed in accordance with “The Cumberland County DSS Policy” and may be required to perform other duties related to emergency and/or disaster situations as needed.

This worker must review their current on-line Family and Children Medicaid and Food & Nutrition Services Manual and all DSS Administrative Letters monthly.

The worker in this position is expected to take any application in their section and maintain case records in their assigned alphabet. The number of daily applications depends on the volume of clients that request assistance each day.

This worker must be able to work past 5:00 when necessary.

APPLICATION: All agency employees should contact CANDACE TYLER, at Ext. 2604, or candacetyler@ccdssnc.com. All other applicants should mail a State Application (PD 107) with attached *applicable transcripts from an appropriately accredited college or university* 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.*

FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.

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.

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.