



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

NOTICE OF VACANCY

March 25, 2011

POSITION #: 151-02-1344

CLOSING DATE: April 4, 2011

TYPE OF VACANCY: IM CASEWORKER II/ WORK FIRST/FOOD & NUTRITION

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 EDUCATIONAL REQUIREMENTS: 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 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 experience as a Caseworker I, or an equivalent combination of education and experience.

DUTIES: This position is responsible for intake, processing, and reviewing applications for clients who apply or recertify for the Food and Nutrition Service Program. This includes interviewing the client, intake functions, processing new applications, making eligibility determinations, verifying information, keying client information in the state computer systems, and maintenance duties of a partially assigned caseload. The employee must determine how information impacts on the eligibility

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

of the case and take appropriate action. 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.

The worker in this position is expected to intake, process, and maintain any application in their alphabet and hold the case until an eligibility disposition is reached. 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 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) 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.*

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

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