

Darrell Renfro, Director
TELEPHONE: (828) 884-3174
FAX: (828) 884-3263



Department of Social Services
106 East Morgan Street, Suite 101
Brevard, NC 28712

December 5, 2017

STATE CLASSIFICATION: **INCOME MAINTENANCE CASEWORKER II / Grade: 12**

(Also accepting Caseworker I level, grade 10, for work against status)

SALARY HIRING RANGE: Grade: 12 \$ 32,002.43 - \$ 40,003.03
Grade: 10 \$ 29,033.55 - \$ 36,291.94

Transylvania County Department of Social Services is seeking technology driven individuals to join our Economic Services Unit. This unit includes Food and Nutrition services, Work First, and all Medicaid programs. This position will take applications and determine eligibility for services, conduct re-determinations for continued eligibility, and/or provide ongoing case management. Team work and excellent communication skills are necessary.

QUALIFICATIONS:

Knowledge, Skills, and Abilities: Excellent computer skills are *essential*. Good mathematical reasoning and computational skills. Ability to communicate with clients, applicants, and the public to obtain data, to explain and interpret rules, policies, and procedures. Ability to understand the needs and problems of clients/applicants. Ability to learn the program areas of assignment and all agency programs and services which could affect the client/applicant. Preference may be given to qualified applicants bilingual in English and Spanish. A pre-employment drug screening is required.

Minimum Education and Experience: Caseworker I: Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; **OR** graduation from high school and two years paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling data, analysis of data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; **OR** graduation from high school and three years of experience as previously described if no experience in an income maintenance program; **OR** an equivalent combination of education and experience.

Caseworker II: Any of previously described plus one year experience as an Income Maintenance Caseworker.

DATE AVAILABLE: **Immediately**

CLOSING DATE: **December 15, 2017**

APPLICATION PROCESS: Register with NCWORKS.gov and submit a state application (PD107) along with transcripts to NCWorks Career Center Blue Ridge Community College Transylvania Campus, 45 Oak Park Drive, Brevard, NC 28712 by close of business on date of closing or to Transylvania County Department of Social Services, Attention: Cindy Anders, 106 East Morgan Street, Suite 101, Brevard, NC 28712.

SELECTION PROCESS: Qualified applicants will be given a written test in which a minimum grade of 70 is expected to be considered for an interview with preference given to scores of 80 or above. In addition, a computer typing test will be required. Final selection will be based on structured interview results, test score, and experience.