

Tracy Jones, Director
(828) 884-3174
FAX: (828) 884-3263



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

July 24, 2017

POSITION AVAILABLE

CLASSIFICATION: INCOME MAINTENANCE CASEWORKER III /
FOOD AND NUTRITION SERVICES LEAD WORKER
GRADE 14

SALARY RANGE: \$35,278 min. - \$44,098 mid. - \$52,917 max.

QUALIFICATIONS:

Knowledge, Skills, and Abilities: Thorough knowledge of income maintenance program assigned. 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 understand the needs and problems of clients/applicants. Ability to perform caseworker function under and within structured time frames. Ability to instruct and evaluate the work of lower level employees. Ability to train employees in new and existing rules, regulations, policies and procedures. Bilingual in English and Spanish a plus.

Minimum Training and Experience: Two years of experience as an Income Maintenance Caseworker.

DATE AVAILABLE: August 7, 2017

CLOSING DATE: August 4, 2017

APPLICATION PROCESS: Register with NCWORKS.gov and submit a state application (PD107) along with transcripts if applicable 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: After initial screening of qualified applicants, selection will be based on relative work experience and structured interview results.