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

June 30, 2017

POSITION AVAILABLE

CLASSIFICATION: INCOME MAINTENANCE CASEWORKER III / GRADE 14

SALARY RANGE: \$35,278.43 min. - \$44,098.03 mid. - \$52,917.64 max.

This position will be responsible for determining, processing and/or re-determining client eligibility for the Medicaid programs with particular expertise in the Medicaid Long-Term Care programs. Work also requires the taking and/or processing of client applications for all other income maintenance programs and the provision of technical expertise to hospital/medical facility administrators and professional staff on issues impacting upon client eligibility for medical assistance as provided by the Medicaid programs. This position requires functioning with a great deal of independence and with the responsibility for performing a variety of complex tasks and functions in the Medicaid programs which include performing two or more functions in the long-term care programs. Employees assume responsibility for the resolution of complex problems where the consequence of their action can have a considerable effect on the client, the medical institution and/or the agency.

QUALIFICATIONS:

Knowledge, Skills, and Abilities: Thorough knowledge of Medicaid Long-Term Care program. Considerable knowledge of all agency and community programs and services which could affect the client or 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 or applicants. Ability to perform caseworker function under and within structured time frames. Bilingual in English and Spanish a plus.

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

DATE AVAILABLE: July 17, 2017

CLOSING DATE: July 14, 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: After initial screening of qualified applicants, selection will be based on relative work experience and structured interview results.