

VACANCY ANNOUNCEMENT

Job Title: Economic Services Caseworker III
Minimum Salary: \$41,288
Appointment Type: Regular, Full-time
Location: Department of Social Services
Posting Date: 8/27/2021
Closing Date: Open Until Filled



Attention Applicants:

To apply submit a **PD-107 (STATE APPLICATION)** to Franklin County Department of Social Services, 107 Industrial Drive, Suite A Louisburg, NC 27549 Attn: Nicki Perry by 5:00 p.m. on the closing date. Resumes are not accepted in lieu of state application. A separate application is required for each position for which you are applying.

Position Summary:

Employee in this position interviews clients, determines eligibility for Long Term Care, Special Assistance, Community Alternatives Program, and completes ex-parte redeterminations within the Adult Medical Assistance Unit utilizing NC FAST; obtains necessary verifications and makes numerous contacts daily. Employee must adhere to all federal, state, and local policies and procedures. Excellent mathematical, computer and interviewing skills are needed for this position.

Knowledge, Skill & Abilities:

Thorough knowledge of Income Maintenance Program assigned. Considerable knowledge of all agency and community programs and services which could affect the client/applicant. 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 timeframes.

Minimum Training/Qualifications:

Two years of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

Special Requirement:

Possession of a valid North Carolina driver's license.

Franklin County is an Equal Opportunity Employer.

The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability.