

Vacancy Announcement



Job Title: Economic Services Caseworker II
Hiring Salary Range: \$18.00 hr
Appointment Type: Temporary, Part-Time
Location: Franklin County Social Services, Louisburg, NC
Working Hours: 40 Hours
Posting Date: 10/26/2021
Closing Date: Open Until Filled
Available: 11/15/2021
Number of Positions: 2

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:

This position is a time limited position that will be responsible for effectively and accurately for the Low Income Energy Assistance and/ or Crisis Intervention Program. The following functions are a partial list of duties assigned to this position: interviewing clients, obtaining required information, completing initial applications, verifying the information obtained and determining eligibility in the NC FAST system.

Knowledge, Skill & Abilities:

Considerable knowledge of the program/areas of assignment. General knowledge of agency and community programs and services which could affect the client/applicant. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret rules, regulations and procedures. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within structured time frames.

Minimum Training/Qualifications:

One year 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.

Criminal Background & Driving History Check is required.

Pre-Employment Drug Screen is required for Social Work and Transportation positions.