



Ashe County Department of Social Services  
150 Government Circle, Suite 1400  
Jefferson, NC 28640  
(336)-846-5719

## **RECRUITMENT NOTICE**

**Position:**     **Income Maintenance Caseworker II – Family & Children’s Medicaid Unit**  
Position #5310-419-23, Permanent Full-time

**Salary:**       Grade 65     \$43,029 if qualified for IMC-II  
                  Grade 63     \$39,537 if qualified for IMC-I  
                                  (up to 12-month work against to IMC-II position)

**Application Period:**     January 23, 2024 – January 31, 2024

## **NC FAST Experience Preferred**

### **JOB DUTIES:**

Employees in this position are responsible for determining and/or redetermining eligibility of applicants or recipients requesting Medicaid assistance. Employees interview clients to gather information about financial situations, contact individuals and agencies to verify information, and evaluate information to determine eligibility for assistance according to numerous State and Federal regulations. This process requires organization of work in order to meet various deadlines, mathematical computation, documentation, completion of computer forms, and the ability to process information within the NC FAST computer system as well as various other systems.

Employee is required to open or assist in the operation of a community shelter in the event of an emergency.

### **KNOWLEDGE, SKILLS & 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 communicate with clients/applicants and other community agencies. 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 functions within structured time frames.

## **RECRUITMENT STANDARDS:**

### **Minimum Training and Experience Requirements for IMC-II**

Educational requirements as noted below and one year of experience as an Income Maintenance Caseworker, or an equivalent combination of training and experience.

### **Minimum Training and Experience Requirements for IMC-I** (12-month work against)

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 of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of 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 paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience.

## **APPLICATION PROCESS:**

All applications must include a signed State Application for employment (PD 107 located on the Ashe County website), a cover letter, resume, and a copy of transcript from the institution where the applicant received the highest degree. An official transcript will be required upon employment.

Completed applications must be submitted to the Ashe County Department of Social Services. Applications may be dropped off in person or mailed to 150 Government Circle, Suite 1400, Jefferson, NC 28640 (Attn: Angie Ritter); submitted by fax to Angie Ritter at 336-846-5779 or emailed to [angieritter@ashecountygov.com](mailto:angieritter@ashecountygov.com). All documents must be received prior to the 5 p.m. deadline on January 31, 2024.

**Incomplete applications or applications received after 5 p.m. on January 31, 2024, will not be accepted.** Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office. Verification for education and work experience is taken solely from information listed on the application Form PD-107. Applicants will not automatically be given credit based on their position title.

## **SELECTION PROCESS:**

Selection will include use of a structured interview to select the best applicant for the position. Applications are rated by the Office of State Human Resources for training and experience. Candidates will be subjected to a background check and drug screening.

**ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**