



P.O. Box 67, 320 Pensacola Road, Burnsville, NC 28714

Are you looking for a career where you will have the opportunity to transform lives? Would you like to be a part of a professional work family atmosphere, where helping others is our shared vision? Would you like to **LIVE**, **WORK**, and **PLAY** in the beautiful mountains of Yancey County – The Gateway to Mount Mitchell? If all of that sounds appealing to you, consider joining us at Yancey County Department of Social Services!

### **JOB VACANCY**

#### **INCOME MAINTENANCE CASEWORKER II – MEDICAID**

IMC II Range: \$38,069-\$48,538

Closing Date: Until filled

We are looking for employees that meet the qualifications in the Job Description. Candidates who do not meet the minimum requirements for IMC II may be considered as an IMC I with a hiring salary of \$34,928.

#### **APPLICATION PROCESS**

Interested candidates should submit:

- Letter of Interest
- [Yancey County Employment Application](#)
- Transcripts
- Three (3) references to:

Yancey County DSS  
Attn: Michele Wood  
PO Box 67  
Burnsville, NC 28714  
or to [michele.wood@yanceycountync.gov](mailto:michele.wood@yanceycountync.gov)

Applicants will only be given credit for information provided in response to the application process in order to receive full credit for their education, training, and experience. No additional information will be solicited by Yancey County DSS.

*The mission of the Yancey County Department of Social Services is to respectfully assist families and individuals by helping them maintain, and/or enhance their quality of life; to prevent abuse, neglect, and exploitation of vulnerable people in the community.*

# Income Maintenance Caseworker II

## Job Description

### **DESCRIPTION OF RESPONSIBILITIES AND DUTIES:**

Employees in this position are responsible for the total process of determining applicant eligibility for the Adult and/or Family & Children's Medicaid program which includes assessment, intake, processing, review, redetermination of benefits, and managing an on-going caseload of clients. The determination and redetermination process requires an in-depth knowledge of all income maintenance programs and functional processes, a high degree of accuracy, and adherence to deadlines.

Work performed includes such tasks as the interviewing of clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility or completing scheduled program reviews, utilizing NC FAST and other automated systems. Employees will interpret State and Federal guidelines and determine how they apply to each individual. It will be necessary to explain program(s) requirements and options to clients and advise or refer them to other social services programs and community services as appropriate.

### **RECRUITMENT STANDARDS:**

**Minimum Knowledge and Experience:** One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience. Considerable knowledge of the program/areas of assignment. 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. Must be 21 years of age and have a current NC driver's license to operate an agency vehicle.

**Minimum Education:** Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science or closely related curriculum; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which includes 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.

### **BENEFITS:**

- Affordable NC State Medical Insurance
- Dental, Vision, Critical Illness, Accident, and Hospital Insurance
- Local Government Employees Retirement Plan
- 401K/457 Plans
- Paid Vacation and Sick Leave
- Short and Long Term Disability, Term and Whole Life Insurance