

VACANCY ANNOUNCEMENT

Position: Income Maintenance Caseworker II

Salary Grade: 63

Hiring Salary: \$28,724

Available: Immediately

Description: Employee in this position interviews clients, determines eligibility for Food and Nutrition Services, 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.

Minimum Training/
Qualifications: Considerable knowledge of the program/area of assignment. General 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 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. One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

Closing Date: March 15, 2010

“AN EQUAL OPPORTUNITY EMPLOYER”

Submit state application to: Ms. Nicki Perry, Director
Franklin County Department of Social Services
PO Box 669
Louisburg, NC 27549