



Onslow County Position Vacancy Announcement

SOCIAL SERVICES (Family & Children's Medicaid III)

POSITION TITLE: INCOME MAINTENANCE CASEWORKER III

Position Number
233-02-508 (0910)

Hiring Range *
\$30,200 – \$39,261

Opening Date
February 5, 2010

Closing Date
February 15, 2010

How to apply?
Applications must be submitted
by 5 pm on the closing date to:

Onslow County HR
220 Georgetown Road, Suite 100
Jacksonville, NC 28540
910-347-7600 Phone
910-347-2793 Fax

Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.

ONLOW COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER
M/F/D/V

Position Responsibilities

Primary purpose is to conduct second party reviews in Family and Children's Medicaid Intake and Maintenance. Responsible for assisting the supervisor in the planning of training and in the presentation of new and current material to Medicaid staff during monthly unit meetings and in the development and implementation of corrective action plans. This position is responsible for managing uncovered caseloads when workers are on vacation, sick, or there is a vacancy in the unit.

Knowledge, Skills, and Abilities

Knowledge of:

- Interviewing skills;
- Organizational and computational skills;
- Insurance, banking, real estate, legal and medical fields;
- Medicaid Programs preferred.

Ability to:

- Manage and work independently and under stress;
- Read, comprehend, and evaluate documents from a multitude of sources;
- Operate computer and other office equipment;
- Be extremely organized, yet sufficiently flexible to meet unplanned assigned work;
- Occasional public speaking within agency or county.

Minimum Education and Experience Requirements

Two years of experience as an Income Maintenance Caseworker is a **MUST**. Medicaid experience preferred.

Special Requirements

Must possess a valid driver's license and be in compliance with the Onslow County's insurance regulations. Must have access to a vehicle for home visits, if necessary, and access to a telephone during off hours.

**Salary posted is for fully qualified applicant.*