



## Onslow County Position Vacancy Announcement

### SOCIAL SERVICES (Family & Children's Medicaid Unit I)

POSITION TITLE: INCOME MAINTENANCE CASEWORKER II

**Position Number**  
233-02-346 (0111)

**Hiring Range**  
\$27,922 – 36,299

**Opening Date**  
January 7, 2011

**Closing Date**  
January 17, 2011

**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

The primary purpose of this position is to take and process applications for Medicaid under the Medicaid to Families categories: MAF, MIC, MPW and North Carolina Health Choice. Major position activities include interviewing, eligibility determination for each individual in the appropriate category, proper record set-up, documentation, and case maintenance.

#### Knowledge, Skills, and Abilities

Knowledge of:

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

Ability to:

- Operate computer and other office equipment;
- Manage and work independently;
- Work under stress;
- Be extremely organized, yet sufficiently flexible to meet unplanned assigned work.

#### Minimum Education and Experience Requirements

One year experience as an Income Maintenance Caseworker.

Applicants who meet the qualifications listed for the Income Maintenance Caseworker II will be given first consideration. However, anyone may apply as "Work Against Appointments" that meets the following requirements for a Income Maintenance Caseworker I: 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 high school graduation and two years of paraprofessional or clerical, or other public contact experience which include negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data, and/or the 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 or clerical, or other public contact experience which included, negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data, and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience. Experience in a Department of Social Services Income Maintenance Program is 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 range is for fully qualified applicant.**