

Bladen County Health & Human Services

Vickie K. Smith
Director



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Department of Social Services

October 5, 2020

RECRUITMENT ANNOUNCEMENT

POSITION: Income Maintenance Caseworker II – Family and Children’s Medicaid

SALARY GRADE: 23 (\$32,420)

STATUS: Permanent, full-time

DUTIES: Take Family and Children’s Medicaid applications and process them completely within specified time limits. Determine client’s continual eligibility, which consist of monthly redetermination, add-on applications of terminated cases, and other related duties under the Family and Children’s program. This worker must gather needed information by use of a computer and all available resources, and assist the client in gathering other needed information. Determine eligibility by being able to read and interpret complex State and Federal policies and laws. Worker will key into a computer all actions and changes as well as inquire into the Social Security Administration, the County tax records, Employment Security Commission, Department of Motor Vehicles, and Department of Correction databases. Must interact with other units in the agency, which include: Child Support, WFFA, Food and Nutrition, Adult Medicaid, Services, and Clerical.

KNOWLEDGE, SKILLS, AND ABILITIES: Good mathematical reasoning and computational skills. Ability to communicate with clients, applicants, and public to obtain data, and explain and interpret rules, policies, and procedures. Ability to understand the needs and problems of clients/applicants. Ability to learn the program area of assignment and all agency programs and services which could affect the client/applicant.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: One year of Income Maintenance experience. Consideration will be given to applicants toward a work-against status who meet the following requirements: 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 the equivalent combination of training and experience.

APPLICATION PROCESS: Bladen County Application must be submitted through the:

NC Works Career Center
401 Mercer Mill Road
Elizabethtown, NC 28337

Applications for this position will be accepted until filled

In compliance with the Immigration Reform and Control Act of 1986, Bladen County will employ only those individuals who are U.S. Citizens, or legal aliens authorized to maintain employment in the United States.

BLADEN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Health Services
P.O. Box 189
300 Mercer Mill Road
Elizabethtown, NC 28337
(910) 862-6900

Social Services
P.O. Box 369
208 E. McKay Street
Elizabethtown, NC 28337
(910) 862-6800



Division on Aging
P.O. Box 520
608 McLeod Street
Elizabethtown, NC 28337
(910) 872-6330

BARTS
P.O. Box 520
608 McLeod Street
Elizabethtown, NC 28337
(910) 872-6337