



RECRUITMENT ANNOUNCEMENT

CLASSIFICATION: Income Maintenance Caseworker II

UNIT: Economic Services

SALARY RANGE: \$31,872 - \$40,637

GRADE: 63

RECRUITMENT: A completed application must be submitted on the Scotland County career page at <https://www.governmentjobs.com/careers/scotland>

DESCRIPTION OF WORK:

- The employee in this position is responsible for the total process of determining/redetermining applicant/client eligibility in a County Department of Social Services for an income maintenance program which includes the intake, processing, and review functions;
- May perform one of the above functions for three or more income maintenance programs;
- This position is responsible for tasks such as the interviewing of clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility or completing scheduled program reviews;
- The employee in this position will explain program(s) requirements and options and advise or refer clients to other program services as appropriate;
- Performs other duties as assigned, which may include shelter duty.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the program/areas 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 perform caseworker functions within structured time frames;
- Ability to instruct and to evaluate the work of lower level employees.

MINIMUM TRAINING AND EXPERIENCE:

- One year of experience as an Income Maintenance Caseworker;
- **Or**, an equivalent combination of training and experience;
- **And**, must attach a copy of your high school diploma or college degree to the online application.

SUPPLEMENTAL INFORMATION:

- Must possess and maintain a valid driver's license;
- Criminal Records check, drug screen, and references will be required for the successful candidate;
- All applications will be reviewed and considered but not necessarily interviewed;
- In lieu of no qualified applicants, work against qualifying applicants may be considered;
- Resume in lieu of a completed application is not acceptable;
- High school diploma or college degree must be received from appropriately accredited institutions;
- We are an *Equal Employment Opportunity Employer* and *E-Verify Participant*.