**EMPLOYMENT OPPORTUNITY**

 **POSITION AVAILABLE** INCOME MAINTENANCE CASEWORKER II/ 221-02-0001

(Also accepting applications for Income Caseworker I work against position)

**EFFECTIVE DATE:** 04/16/2020

**LOCATION:** Mitchell County Department of Social Services, Bakersville

**SALARY RANGE:** Grade 63/ $31,780 – $47,671

**CONTACT PERSON:** DSSapplicants@mitchellcounty.org

DESCRIPTION OF WORK: This is an administrative position responsible developing and coordinating the county’s Work First and Child Care Subsidy programs. The employee is responsible for assessing client needs for services, ensuring compliance and eligibility for Work First and Child Care Subsidy benefits, coordinating interagency efforts to execute services, creating and maintaining client files in accordance to policy. Work includes liaison responsibilities with the North Carolina Department of Social Services and a wide range of contacts with private and public agencies and organizations. Work is evaluated by supervisory conferences, written reports, state audits and development of community resources/relationships.

Work is performed under the direction of the Adult Services Supervisor, the Program Manager and the Director in accordance with State and Federal regulations for the proper administration of the programs. Work may include other related duties and activities as deemed appropriate and assigned by the Supervisor and/or Director.

Examples of Duties Performed:

* Interface with public applicants, assess needs and match with service opportunities.
* Identify, collaborate with, and grow potential employer collaboration and community resources
* Approves Day Care Subsidy Vouchers for contracted established day care facilities;
* Maintains master files of all local facilities offering day care services including all pertinent information about the centers needed to assist the parents in making the best plans for the child.
* Provide support to day care operators in assisting them NCFAST functionality
* developing and maintaining a supportive and positive relationship with child care providers
* Works all overpayments/underpayments
* Participates in development and maintenance of budgets for program. Performs related duties as required.

RECRUITMENT STANDARDS:

Considerable knowledge of income maintenance program tasks. Considerable knowledge of agency and community programs and services. General knowledge of all income maintenance programs. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret a variety of regulations, policies and procedure of varying complexity. Ability to work independently and prioritize work. Ability to understand the needs and problems of clients/applicants. Ability to perform caseworker function under and within structured time frames.

MINIMUM EDUCATION AND EXPERIENCE: Two years of experience in program coordination, at least one year of which must have been in an income maintenance or a services program, and preferably with one year of experience in contract compliance; or an equivalent combination of training and experience.

HOW TO APPLY: State of North Carolina Application for Employment forms (PD-107) must be received by the Mitchell County Department of Social Services. Position open until filled. The Mitchell County Department of Social Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.