



DEPARTMENT OF SOCIAL SERVICES
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429
(910) 323-1540 • Fax (910) 677-2852

NOTICE OF VACANCY

September 1, 2010

POSITION #: 151-02-1323

CLOSING DATE: September 13, 2010

**TYPE OF VACANCY: INCOME MAINTENANCE CASEWORKER III
ADULT SERVICES, LONG TERM CARE**

SALARY GRADE: 65

ANNUAL SALARY: \$33,753

CONDITIONS OF EMPLOYMENT: (The selected applicant will be subject to the following conditions prior to appointment). Failure to complete or fulfill these conditions may result in withdrawal of the conditional employment offer. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be a basis for withdrawal of the conditional employment offer. Criminal background check required. Has or is able to obtain a valid North Carolina Drivers License.

PREFERRED EDUCATIONAL REQUIREMENTS: Graduation from a four-year accredited college or university and related customer service experience and two (2) years of Caseworker I experience; or two (2) years experience as an IM Caseworker I with an average performance score exceeding 3.75 or two (2) years experience at another DSS in the same position for which they are applying.

MINIMUM EDUCATION & EXPERIENCE REQUIRED: Two (2) years of experience as an Income Maintenance Caseworker; OR an equivalent combination of training and experience.

DUTIES: This position is expected to perform all tasks associated with the initial determination and redetermination of the eligibility of applicants for and recipients of Long Term Care Assistance and Special Assistance, and the Community Alternative Program (CAP). Knowledge of the Medicaid program is required for those in need of skilled or intermediate nursing care or of the special assistance to Adults Program for those who require care in a licensed rest home. They must be very flexible and able to implement policies and procedures for either program quickly and accurately. Ability to work under pressure is also essential. Many applications are especially time sensitive, as the individuals require placement in a facility immediately; processing of the case must be done at once rather than the usual 45 or 60 days.

...partnering with families and the neighborhoods where they live to plan and provide early help to vulnerable families....

Good time management skills and organizational skills are necessary, as the worker must be able to meet deadlines for all types of actions for the reviews, desk changes, as well as applications. The ability to compute varied and very complex budgeting situations is also necessary. Due to the nature of the cases, clients are often very ill; a great deal of tact and understanding is essential when communicating with the clients, or most often their required representative. The worker must be able to establish and maintain good working relations with the operators of Nursing and Adult Care Homes.

APPLICATION: All agency employees should contact CANDACE TYLER, at Ext. 2604, or candacetyler@ccdsnc.com OR SHARON YOUNG, at Ext. 2590, or sharonyoung@ccdsnc.com. All other applicants should mail a State Application (PD 107) with attached *applicable transcripts from an appropriately accredited college or university* to Cumberland County Department of Social Services, P. O. Box 2429, Fayetteville, NC 28302. *All applicants will be considered, but not necessarily interviewed.*

*Applications can be downloaded at
http://www.co.cumberland.nc.us/human_resources/job_vacancies/dss.aspx
and can also be located on the 1st floor of our agency.*

FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.

Appointment to position within the Cumberland County Department of Social Services shall be made without regard to race, sex, age, religious preference, political affiliation, or handicapping condition.

THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CCDSS IS AN EQUAL OPPORTUNITY EMPLOYER