

VACANCY ANNOUNCEMENT

Date: May 16, 2025

Greene County Department of Social Services
227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE: Until Filled

INCOME MAINTENANCE CASEWORKER II - MEDICAID

Position #: 179-02-321 Salary Grade: 63

Hiring Salary: \$35,792 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

DESCRIPTION

The primary purpose of this position is to determine the eligibility and continuing eligibility of individuals who receive Family & Children's and Adult Medicaid expartes based on Medicaid policy and regulations. This job involves constant contact with the public. The major function of this job is reviewing and re-determining eligibility for persons already receiving assistance based on income and/or other factors.

The person in this position will also serve on a rotational basis within the unit to provide intake services.

Intake is interviewing clients who are requesting benefits. These interviews are conducted to assist clients in applying for initial benefits. These interviews also require the employee to be able to evaluate the applicant for all programs as well as to make appropriate referrals to other programs and/or agencies.

As rules and regulations in the Medicaid program are continually changing, the IMC must be able to learn new manual material, be able to apply it and interpret it to the public.

EDUCATION AND EXPERIENCE

Graduation from a four-year college/university; or graduation from an accredited associate degree program in Human Services Technology, Social Services Associates, Paralegal Technology, Business Administration, Secretarial Science or a closely related curriculum; or graduation from high school and two years paraprofessional, clerical or other public contact experience which include negotiating, interviewing, explaining information, gathering and compiling 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 include negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks; or an equivalent combination of training and experience.

HOW TO APPLY

A STATE (PD-107) APPLICATION FORM IS REQUIRED.

You may download the State (PD-107) application form from the Greene County site at:

<https://greenecountync.gov/departments/social-services/>. Select DSS NCPD107 Job Application.

Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed. Do not write "see resume" in lieu of filling out the education and work history. **Application must be signed to be considered.**

Please mail applications and transcripts to the attention of Greene County HR 229 Kingold Blvd; Suite D Snow Hill, NC 28580. Application may be e-mailed to human.resources@greenecountync.gov.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.