

VACANCY ANNOUNCEMENT

Date: June 19, 2025

Greene County Department of Social Services

227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE:

INCOME MAINTENANCE CASWORKER II - ADULT MEDICAID

Position #: 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 Adult Medicaid based on Medicaid policy and regulations. Example of duties performed in this position are: Interviewing clients, computing budgets to determine eligibility, verifying information that relates to ongoing eligibility, explaining the program to applicants and to the public, maintain a caseload, coordinate with other agencies and organizations such as hospital, health department and child support agency. This position rotates with others in the unit to provide intake services.

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.