



Durham County Social Services
Income Maintenance Caseworker II
Virtual Career Fair
Tuesday, August 17th 2021

HIRING RANGE: \$36,457- \$39,000

****Registration Required****

Additional information will be provided once registered

CLICK TO REGISTER - [Register Here](#)

RESPONSIBILITIES:

Responsible for taking **applications, completing redeterminations and/or changes** for the Food & Nutrition Services, Medicaid and/or Work First Assistance Programs. Performs in-depth assessments as well as gathers and documents information. Assesses accuracy of information received to determine eligibility. Informs clients of all available programs and makes referrals to appropriate programs or agencies. Keeps abreast of policies and procedures governing all programs. Ability to work under pressure and to handle multiple tasks are essential.

REQUIREMENTS:

One year of experience as an Income Maintenance Caseworker; or a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and at least two years of paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and at least five years of paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data.

****Position Are Available on three teams****

Applications Team – *“The Applications Team determines the initial eligibility of applicants for the Adult Medicaid, Family and Children’s Medicaid, Food and Nutrition Services and/or Work First programs. Please note that this position does not maintain a caseload.”*

Changes Team – *“The Change Team is a team full of innovators, creative thinkers who are dedicated to development and committed to growth. We are looking for compassionate individuals able to work in fast pace environment.”*

Redeterminations Team – *“The Redetermination team is looking to hire the next best Income Maintenance Case Worker. Our teams work in a fast-paced environment processing recertifications and changes for adult Medicaid and FNS. Join the team of task oriented, customer service driven, and policy focused staff for an exciting career with DSS.”*