



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** **October 26, 2017**  
**RE:** **Job Posting – One (1) Full-time Income Maintenance Caseworker II**  
*Department Social Services*

**Duties and Responsibilities:** This position is responsible for determining eligibility for assistance for Food and Nutrition Services, Medicaid, Subsidized Child Care Services and the Insurance Affordability Programs. This position will utilize the Federal Marketplace, The Federal HUB, as well as NCFast and EPASS to perform its functions. Work may also be performed in CIP and Low Income Energy Assistance programs. This position will also be responsible for triage of client situation, assessing if the situation can be addressed immediately and addressing the change or initiation of program(s) eligibility directly into state systems.

**Qualifications:** Graduation from high school and three years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or graduation from high school with two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or the performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or graduation from an accredited associate degree program in Human Service Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or an equivalent combination of training and experience. One year's experience as Income Maintenance Caseworker is necessary to fully qualify as an IMC II. *If a fully qualified IMC II is not available, we will consider hiring an IMC I with a work-against for one year.*

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, [www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd). Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: **November 9, 2017**

Starting rate: IMC I - Grade 66A - \$14.84 per hour  
IMC II - Grade 68A - \$16.05 per hour

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184  
[hrd@hendersoncountync.org](mailto:hrd@hendersoncountync.org)  
[www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd)  
*Henderson County is an Equal Opportunity Employer*