



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** July 28, 2017  
**RE:** Job Posting -**One (1) Full Time Income Maintenance Caseworker III**  
*Department Social Services*

**Duties and Responsibilities:** Responsible for interviewing, assessing, determining or re-determining eligibility for Long Term Care and CAP Income Maintenance Adult Services Programs in a timely manner. Assesses clients' needs by preparing appropriate forms for programs within the agency and for referrals outside the agency.

**Qualifications:** Thorough knowledge of the program/areas of assignment. Considerable knowledge of all agency and community programs and services which could affect the client/applicant. Good mathematical reasoning and computational skills; ability to read, analyze and interpret rules, regulations and procedures of varying complexity. Ability to instruct and evaluate the work of lower level employees, to train employees in new and existing rules, regulations, policies and procedures; ability to understand the needs and problems of clients/applicants; to perform caseworker functions under and within structured time frames. Requires advanced interviewing and communication skills as well as a complete understanding and demonstrated ability in NCFast and the Federal Marketplace; reasoning skills for correct assessment of client situations; must have strong organizational skills that are reflected in appearance of work materials but also reflected in the position's task management. Requires extensive experience in Windows environment.

Two years of experience as an Income Maintenance Caseworker for fully qualified IMC III. *If a fully qualified IMC III is not available, we will consider hiring an IMC II 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) (*Click on the link next to the job for the correct application*). Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

College transcripts should be attached.

The deadline for application is: **August 11, 2017**

Starting rate: IMC II – Grade 68 - \$16.05 per hour  
IMC III – Grade 70 - \$17.36 per hour

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*Henderson County is an Equal Opportunity Employer*