



*P.O. Box 67, 320 Pensacola Road, Burnsville, NC 28714*

*Are you looking for a career where you will have the opportunity to transform lives? Would you like to be a part of a professional work family atmosphere, where helping others is our shared vision? Would you like to **LIVE**, **WORK**, and **PLAY** in the beautiful mountains of Yancey County - The Gateway to Mount Mitchell? If all of that sounds appealing to you, consider joining us at Yancey County DSS!*

### **JOB VACANCY**

***Income Maintenance Caseworker II - Food & Nutrition Services (FNS)***

*County Grade(s): 59 - 61      Range: \$33,117 to \$41,397      Closing Date: Until filled.*

*We are looking for employees that meet the qualifications in the Job Description.*

### **APPLICATION PROCESS**

*Interested candidates should submit:*

- *Letter of Interest*
- *Yancey County Application for Employment*  
<https://yanceycountync.gov/images/PDF/Vacancy/YanceyCountyEmploymentApplication.pdf>
- *Transcripts*
- *Three (3) references to:*  
*Yancey County DSS*  
*Attn: Sonya Morgan*  
*PO Box 67*  
*Burnsville, NC 28714*  
*or to [sonya.morgan@yanceycountync.gov](mailto:sonya.morgan@yanceycountync.gov)*

*Applicants will only be given credit for information provided in response to the application process in order to receive full credit for their education, training, and experience. No additional information will be solicited by Yancey County DSS.*

*The mission of the Yancey County Department of Social Services is to respectfully assist families and individuals by helping them maintain, and/or enhance their quality of life; to prevent abuse, neglect, and exploitation of vulnerable people in the community.*

# *Income Maintenance Caseworker II - FNS*

## *Job Description*

IMC II DESCRIPTION OF WORK - Employees in this position are responsible for the total process of determining/redetermining applicant/client eligibility in a County Department of Social Services for the county Food & Nutrition Services (FNS – formerly food stamps) program which includes the intake, processing, and review functions. Work at this level includes such tasks as the interviewing of clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility or completing scheduled program reviews, utilizing NC FAST and other automated systems. Employees must explain program(s) requirements and options and advise or refer clients to other program services as appropriate.

### RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities: Considerable knowledge of the program/areas of assignment. General 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. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within structured time frames.

Minimum Education and Experience: - One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience. *If a fully qualified IMC II is not available, we will consider hiring an IMC I as a work-against for one year.*

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