



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 Supervisor II - Family & Children's Medicaid

County Grade(s): 63 - 65 Range: \$40,293 to \$50,367 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

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 Supervisor II - F & C Medicaid

Job Description

IMS II DESCRIPTION OF WORK - Employees in this class are responsible for the administrative and technical supervision of a staff of income maintenance caseworkers involved in the intake, processing, and review functions of the programs supervised to determine eligibility of benefits. The income maintenance programs involved includes Medicaid, specifically supervision of the Family & Children's Medicaid Unit, and Program Integrity. The income maintenance supervisor of an agency has the responsibility for the total income maintenance process for all programs within their unit. The employee reports to the agency director.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities: Considerable knowledge of all income maintenance programs, forms, and documents used in determining eligibility. Considerable knowledge of the use of the income maintenance manuals. Considerable knowledge of needs, problems, and attitudes of disadvantaged persons. General knowledge of all agency programs and services. General knowledge of community services and programs which could affect the client/applicant. General knowledge of the budget process. Good mathematical, reasoning, and computational skills. Ability to instruct, organize, direct, and supervise lower level employees. Ability to learn basic supervisory/management skills. Ability to communicate effectively with workers, supervisors, applicants, and community agencies to obtain pertinent data and to interpret rules and regulations. Ability to present information orally and in written form.

Minimum Education and Experience: - Three years of experience as a caseworker or investigator in an income maintenance program, preferably with one year of supervisory experience; or an equivalent combination of training and experience.

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