



Employment Opportunity

Please post in a location accessible to all employees

Position: Income Maintenance Caseworker
Temporary, Full-Time

Department: Department of Social Services

Description of Duties & Responsibilities: This position is responsible for intake, application processing and review functions in determining eligibility for Public Assistance Programs. Above average communication skills and work organization is required. Work involves direct contact with the public.

Education & Experience Requirements: Applicants will be considered who have Income Maintenance Caseworker experience or an Associate's Degree in human services, business or clerical related field, or graduation from high school and an equivalent combination of training and experience.

Work hours are 8:00 – 5:00, Monday – Friday through March, 2020

Starting Salary: \$13.43 per hour

Application Requirements: Submit a completed Application for Employment (PD107) to:

Jackson County Department of Social Services
15 Griffin Street
Sylva, NC 28779

NC Works Career Center
26 Ridgeway Street, Suite 2
Sylva, NC 28779

The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

Closing Date: December 20, 2019

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal [E-Verify](#) program*