



Employment Opportunity

Please post in a location accessible to all employees

- Position:** **Income Maintenance Caseworker**
Full-Time, Temporary - November, 2019 – February, 2020
- Department:** Department of Social Services
- Description of Duties & Responsibilities:** Duties include intake, application processing and review functions in determining eligibility for Emergency Assistance Programs. Candidates for this position should have above average communication, computer and organizational skills. Work involves direct contact with the public.
- Education & Experience Requirements:** Applicants should have one year of Income Maintenance Caseworker experience. Applicants will also be considered who have 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 normally 8:00 – 5:00, Monday – Friday.
- Starting Salary:** \$13.43 per hour
- Application Requirements:** Submit a completed Application for Employment (PD107) to:
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| Jackson County Department of Social Services
15 Griffin Street
Sylva, NC 28779 | NC Works Career Center
26 Ridgeway Street, Suite 2
Sylva, NC 28779 |
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- 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:** **October 18, 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*