



# Employment Opportunity

Please post in a location accessible to all employees

<b>Position:</b>	<b>Community Employment Case Manager</b>		
<b>Department:</b>	Social Services		
<b>Description of Duties &amp; Responsibilities:</b>	<p>This position will provide eligibility determination and Employment Services to Work First recipients and their families. This position assesses individuals and families for participation in the Work First Program and works to eliminate barriers to clients' economic self-sufficiency. This position also performs employee applications as well as Foster Care Medicaid. Individuals qualifying for this position must be able to effectively assess persons with regard to their employability and the barriers to their economic self-sufficiency; must have thorough knowledge of community resources; thorough knowledge of the laws, regulations, policies and procedures of the Work First program; ability to establish and maintain effective working relationships with supervisor, clients and their families, as well as with civil, medical, social and religious organizations; ability to express ideas clearly and concisely; and to plan and execute work. Work hours are normally 8:00 – 5:00, Monday – Friday. Some after-hours work may be required.</p>		
<b>Education &amp; Experience Requirements:</b>	<p>Applicants will be considered who have a Bachelor's degree in human services or a related field and two years of experience providing casework services in a human services setting; or a four-year degree and three years of experience providing casework services in a human services setting, one of which must be at the Income Maintenance Caseworker II level; or an Associate degree in a human services field and four years of casework experience, one of which must be at the Income maintenance Caseworker II level; or high school and six years of experience as a caseworker in a human services setting, one of which must be at the Income Maintenance Caseworker II level; or an equivalent combination of training and experience.</p>		
<b>Starting Salary:</b>	\$37,627.47, depending on education and experience.		
<b>Application Requirements:</b>	<p>Submit a completed application for employment to:</p> <table><tr><td>Jackson County Department of Social Services 15 Griffin Street Sylva, NC 28779</td><td>NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779</td></tr></table> <p>The application for employment is available online at: <a href="http://www.jcdss.org">www.jcdss.org</a> or <a href="http://www.jacksonnc.org/employment-opportunities">www.jacksonnc.org/employment-opportunities</a> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NC Works Career Center.</p>	Jackson County Department of Social Services 15 Griffin Street Sylva, NC 28779	NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779
Jackson County Department of Social Services 15 Griffin Street Sylva, NC 28779	NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779		
<b>Closing Date:</b>	December 30, 2022		

**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*