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# Employment Opportunity

Please post in a location accessible to all employees

**Position:** **Income Maintenance Supervisor II – Family and Children’s Medicaid**

**Department:** Social Services

**Description of Duties & Responsibilities:** This position supervises staff who provide Medicaid services to family and children. This position requires considerable knowledge of all income maintenance programs, forms, and documents used in determining eligibility. Applicants must be knowledgeable of the use of the income maintenance manuals and knowledgeable of needs, problems, and attitudes of disadvantaged persons, have general knowledge of all agency programs and services. This person must have the ability to learn basic supervisory/management skills, have the ability to communicate effectively with workers, supervisors, applicants, and community agencies to obtain pertinent data and to interpret rules and regulations.

**Education & Experience Requirements:** Minimum requirements are 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.

Work hours are normally 8:00 – 5:00, Monday – Friday. Some after-hours work may be required.

**Starting Salary:** \$41,484.28, depending on experience

**Application Requirements:** Submit a completed application for employment to:

Jackson County Department of Social Services	NC Works Career Center
15 Griffin Street	26 Ridgeway Street, Suite 2
Sylva, NC 28779	Sylva, NC 28779

The application for employment is available online at: [www.jcdss.org](http://www.jcdss.org) or [www.jacksonnc.org/employment-opportunities](http://www.jacksonnc.org/employment-opportunities) or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NC Works Career Center.

**Closing Date:** December 5, 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*