

*Avery County Department of Social Services
Newland, North Carolina
Employment Opportunity*

Position Title and No.: **Income Maintenance Investigator II**
Will consider IMC II work against applicants

Salary: IMC II \$32,305 Investigator II \$34,272

Posting Date: **07/01/2021**

Closing Date: **Open until 07/14/2021**

To Apply: **Submit a completed PD-107 (state application) to Alesia Calloway, Avery County DSS, 175 Linville St., Newland, NC 28657. Unsigned or incomplete applications will not be processed. Resumes will not be accepted in the absence of an application. Applications may be obtained at <http://www.oshr.nc.gov/jobs/general.htm>**

PREFERENCE: Bilingual applicants are preferred

Description of Job Duties: Performs difficult paraprofessional work involving special investigative work in the area of fraud as related to the determination and redetermination of applicants' eligibility for public, medical or food and nutrition assistance through the Department of Social Services. Work is circumscribed by a variety of federal, state and county court decisions, laws, policies, regulations and procedures. Work is performed under regular supervision.

Responds to allegations of fraudulent applications for public, medical or food and nutrition assistance from the general public, law enforcement officials, State Office of Personnel and other community and governmental agencies. Researching and compiling information and evidence relating to cases including interviewing clients, and other parties who may have relevant information such as neighbors, employers or landlords. Deciding on a course of action on the case, arranging with the client for repayment or presenting the case in an administrative hearing or to the district attorney for prosecution. In addition, this position will maintain and carry a part-time food and nutrition caseload. This position will be responsible for intake of FNS applications and redeterminations, for obtaining all pertinent data concerning the clients' family composition, financial and employment information. Work involves direct contact with the client and direct or indirect contact with the clients' family or representative and collaterals in order to gather and verify information necessary to determine clients' eligibility for the FNS program. Employees' decisions are usually subject to a second party review.

Educational/Experience Requirements: Income Maintenance Investigator II: One year experience as an Income Maintenance Caseworker; an Associate Degree in Human Services, Technology, Social Services Associate, Paralegal Technology, Criminal Justice, Business Administration, Secretarial Science or closely related curriculum and two years of experience as an Income Maintenance Caseworker or Investigator; or, graduation from high school and three years of experience as an Income Maintenance Caseworker or Income Maintenance Investigator; or graduation from high school and two years of investigative experience in credit, legal or law enforcement work plus eighteen months of experience as an Income Maintenance Caseworker or Income Maintenance Investigator; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities Required: Good mathematical reasoning and computational skills. Ability to recognize, collect and evaluate evidence to support actions, ability to communicate effectively with applicants, community agencies, law enforcement agencies, and judiciary personnel to obtain or present pertinent data, and to negotiate agreement and/or cooperation. Ability to maintain effective working relationships with other employees, the general public and the judicial system. Ability to present information orally or in written form.. Must possess a valid NC Driver's license.

An Equal Opportunity Employer