

**POSITION: Medicaid Eligibility Specialist**  
**DEPARTMENT:** Department of Social Services  
**Grade:** Grade 22 IMC I in a work against  
status Grade 24 IMC II  
**Starting Salary:** IMC I \$31, 684.12 IMC II  
\$34,931.00  
**Position Number:** 5300135  
**Posted:** October 16, 2023  
**Closing Date:** Until Filled



### **GENERAL DEFINITION OF WORK**

This position is in the Family and Children's Medicaid and Work First Unit and conducts and correctly determines the applicant's eligibility for Family and Children's Medicaid, Energy Assistance and Work First Cash Assistance within NC FAST. The employee is responsible for interviewing applicants to gather data according to a pre-determined format; obtains necessary verifications, requests medical information, and inspects documents which when verified forms the basis for determining eligibility for any one of several public assistance programs.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Interviewing, communicating program information, data analysis, interpreting policy, casework, mathematical reasoning, computer proficiency.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

IMC I: Good mathematical reasoning and computational skills. Ability to communicate with clients, applicants, and the public to obtain data, and to explain and interpret rules, policies, and procedures. Ability to understand the needs and problems of clients/applicants. Ability to learn the program area of assignment and all agency programs and services which could affect the client/applicant.

IMC II: Considerable knowledge of the program/areas of assignment. General knowledge of all agency and community programs and services which could affect the client/applicant. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret rules, regulations and procedures. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within structured time frames.

**EDUCATION AND EXPERIENCE:** High School or GED and two years of experience in paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance in mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or equivalent combination of training and experience. One year of experience as an Income Maintenance Caseworker is required for level II, all others will be hired at level I with a corresponding salary grade; or,

graduation from a four-year college or university with a BS Degree. One year of experience is required for level II, all others will be hired at level I with a corresponding salary.

**HOW TO APPLY:**

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the

NC Works Career Center  
23 Macon Avenue  
Franklin, N.C.

***Mail to:***

5 West Main Street  
Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

**AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**

**All prospective employees are subject to a criminal background check**