

Department: Social Services
Classification: Competitive
Grade: 11

SPEC DISK E2
DOCUMENT 22

SENIOR SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervision of a group of workers establishing financial eligibility for the various programs administered by the local social services district; supervision of a unit within the eligibility section; supervision of an entire section responsible for establishing financial eligibility; or verification including field review of a sample of the initial financial eligibility determinations in the validation section. The role that this individual assumes depends upon the workload and organizational structure of the agency. Work is performed under supervision of a higher level social welfare examiner or under the general supervision of the Director of Social Services or Director of Administrative Services if assigned to the Validation Section. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

In the Validation Section:

Reviews documents available in the agency's files to verify eligibility and/or to determine the additional action necessary to verify eligibility;
Contacts cooperating agencies to verify client's eligibility;
Makes field visits, when necessary, to verify information relevant to the validation process;
Obtains corroborative written or recorded documentation in cases of possible ineligibility;
Appears at administrative or judicial proceedings when required to interpret decisions on applications;
Interviews applicants and recipients, and as needed, collateral contacts regarding documentation of eligibility for public assistance;
Reports findings of investigations;
Makes recommendations for proper disposition of cases reviewed; i.e., reduce grant, close case, release grant, refer to law enforcement;
Prepares required statistical reporting appropriate to action;
Provides feedback on validity of decisions to the agency to pinpoint causes of error.

In Eligibility Determination Section: Depending upon the examining workload may do any or all of the following:

Serves as a working supervisor over a group of social welfare examiners, or supervises a unit or section;
Reviews social welfare examiner's recommendation and approves or disapproves it;
Approves referral of clients to social services section for services;
Assists in the formulation of policies and procedures and interprets Federal, State and local policies and programs;
Establishes necessary controls for determining staff performance and makes necessary performance evaluation.

SENIOR SOCIAL WELFARE EXAMINER - Continued

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State and local social service laws and programs as they affect eligibility for financial assistance and money

payments; familiarity with other laws as they effect eligibility, such as Workmen's Compensation, Social Security and Unemployment Insurance; ability to deal effectively with others; ability to analyze facts obtained and use facts in making judgments regarding eligibility; ability to understand and follow directions, good powers of observation and perception; initiative; tact; judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Two years of permanent competitive status as a Social Welfare Examiner.

OPEN COMPETITIVE: Graduation from high school or possession of an equivalency diploma and four years of experience in examining, investigating or evaluating claims for assistance, veterans, or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

NOTE: Study in a regionally accredited or New York State registered college or university or a business school registered by New York State may be substituted for two years of experience on a year for year basis.