

Department: Social Services
Classification: Competitive
Grade: 8

SPEC DISK E2
DOCUMENT 48

SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for determining financial eligibility for the various programs administered by a local social services district and recommends amounts of assistance in accordance with established policies and procedures. May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social services district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher ranking social welfare examiner, except in smallest agencies where work is supervised by a higher ranking administrator. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided. Where necessary for clarification or completion of certification form, ask applicant appropriate questions and makes necessary additions or corrections on the form;

Makes an evaluation of applicant's financial eligibility for assistance, may determine initial categorical eligibility, evaluates available resource details in relation to financial eligibility;

Prepares and computes budget for the applicant;

Advises applicant of the eligibility determination, the amount of assistance and when the first grant can be expected;

Advises the applicant about the program under which he is eligible for assistance and any documentation or additional information which is necessary for final program clarification;

Recommends emergency grants as needed;

Makes recommendation of financial eligibility;

Explains the validation process to the applicant;

Advises the applicant about his duty to keep the agency informed of any change in status which may affect his eligibility for assistance;

Informs applicant about the range of services in the agency. If mandatory, or requested by applicant or client; or need for services is indicated, refers applicant to social services section, or to other specialists, such as, resources, housing, employment, legal or medical, etc.;

Makes referrals for full field investigation where resumption of fraud is indicated.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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 affect 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 good judgments regarding eligibility; ability to understand and follow directions; good powers of observation and perception; initiative; tact; judgment; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion: One year of permanent competitive status in entrance level clerical positions in the Department of Social Services.

Open Competitive: Either:

- (a) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree; or
- (b) Graduation from high school or possession of a high school equivalency diploma AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or similar program operating under established criteria for eligibility; or
- (c) An equivalent combination of training and experience as defined within the limits of (a) and (b) above.

REVISED 03/28/91

Social Welfare Examiner "trainee"

Interdepartmental promotion: One year of permanent competitive status in entrance level clerical positions in various Essex County Departments. Trainee appointments will be for a period of one year following which incumbents receiving satisfactory rating will be advanced to the title of Social Welfare Examiner without further examination.