

SENIOR SOCIAL WELFARE EXAMINER

Job Code: 5305
Location: Tioga County Department of Social Services
Classification: Competitive
Salary: CSEA - Grade IX
Adopted: Revised 5/16, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for monitoring and assisting a group of workers establishing financial eligibility for the various programs administered by the local social services district; or verification including field review of a sample of the initial financial eligibility determinations. The role that this individual assumes depends upon the workload and organizational structure of the agency. The work is performed under general supervision in accordance with prescribed policies and procedures. Supervision is exercised over the work of Social Welfare Examiners, and other subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews social welfare examiner's recommendation and approves or disapproves it;
- Reviews documents available in the agency's files to verify eligibility;
- 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 valuation;
- 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;
- Prepares required statistical reporting appropriate to action;
- Provides feedback on validity of decisions to the agency to pinpoint cause of error;
- Assists in training new Social Welfare Examiners;
- Provides update training for experienced Social Welfare Examiners;
- Assigns and reviews the work of subordinates.

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; good knowledge of other laws as they affect eligibility; such as Worker'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 supervise the work of others; ability to understand and follow directions; good powers of observation and perception; initiative; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: Graduation from high school or possession of a high school equivalency diploma and four years of full-time paid experience or its part-time equivalent in examining, investigating or evaluating claims for assistance, such as veterans or unemployment benefits or similar programs operating according to established criteria for eligibility.

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

PROMOTIONAL: At time of examination, candidates must have twelve (12) months continuous permanent competitive class status as a Social Welfare Examiner in the Tioga County Department of Social Services.