

SOCIAL SERVICES COMMITTEE

AGENDA

Wednesday, April 11, 2012

8:45 am

1. Committee Meeting called to order by Chairman.

I. ACTION ITEMS

A. REQUEST TO FILL VACANT POSITION

1. Request to Fill the Vacant Position of Social Welfare Examiner in the Temporary Assistance/Employment Unit.

-At the present time there are 9 Social Welfare Examiner Positions in the TA/Employment Unit

-Since January 2012 there has been a monthly average of 568 cases or 63 cases per worker.

-Please see attached job description/typical work activities

SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: Determines 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, case management, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service 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 high ranking administrator.

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, asks 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;
- Assesses client's situation to determine barriers to self-sufficiency;
- 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 classification;
- May assist the client in developing a self-sufficiency plan by identifying specific steps for the client to complete to become self-sufficient;
- Recommends emergency grants as needed;
- Makes re-determinations 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 applicants about the range of services in the agency;

(cont.)

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, medical, etc.;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments; familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security, and unemployment insurance; ability to enter and maintain data and records in computer database; ability to establish rapport and motivate client to self-sufficiency; 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, good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and:

- A. Sixty credit hours of coursework from a New York State or regionally accredited college or university; or
- B. Two years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

APPROVED BY NEW YORK STATE
DEPARTMENT OF SOCIAL SERVICES
REVIEWER Jany Martens
DATE 2/1/00 Jeffrey Warren

