

PRINCIPAL SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is technical supervisory work of a complex nature involving responsibility for overseeing the gathering of information and the review and evaluation of records and applications within the several programs administered by the Department of Social Services (e.g. Public Assistance, Medical Assistance, Food Stamps). The work differs from that of a Senior Social Welfare Examiner in the overall degree of independence and supervisory responsibilities. The work is performed under the direction of a higher-level examiner and/or administrative employee and supervision is provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, supervises and manages social welfare examiner functions within a unit;
Reviews recommendations made by examiners for approval;
Provides input in the formulation of local policies and procedures which relate to the review of financial eligibility within an assigned area;
Interprets Federal, State and local policies relating to financial eligibility in specific assigned area;
Supervises the maintenance of records and prepares reports;
Reviews staff performances;
Communicates with other agency units, government units and community groups regarding programs;
Approves client referrals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State and local social services laws and programs as they affect eligibility for financial assistance in various social services programs; good knowledge of laws (Workers' Compensation, Social Security, Unemployment Insurance, etc.) which also affects eligibility; working knowledge of interview techniques and principles; ability to direct a unit of workers engaged in the determination of financial eligibility; ability to establish and maintain cooperative relations with others; ability to understand and carry out oral and written instructions; ability to prepare reports.

MINIMUM QUALIFICATIONS: An Associate's degree or equivalent college credits beyond high school (a minimum of sixty (60) credits) and four (4) years of experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria, at least one (1) year of which must have been in a supervisory and/or non-routine capacity (i.e. not entry level).

NOTES: Additional years of college study (a minimum of thirty (30) credits per year) may be substituted for the general experience on a year for year basis, up to three (3) years.

PROMOTION: One (1) year of permanent status as a Senior Social Welfare Examiner.

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Competitive