

GENESEE COUNTY

SOCIAL WELFARE EXAMINER (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: May perform any or a combination of assignments in connection with determining and recertifying financial eligibility, categorical classification, continued financial eligibility and income maintenance, depending on the size, organizational structure, and work activity needs of the local social services district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the direct supervision of a higher ranking Social Welfare Examiner who is required to give final authorization to determination made by an incumbent. Does related work, as required.

TYPICAL WORK ACTIVITIES:

- 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;
- Verifies all information needed for eligibility determination including making collateral contacts as necessary;
- 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 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;
- Records and maintains case notations;
- Recommends emergency grants as needed;
- Makes initial/predeterminations 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. 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.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, ABILITIES, SKILLS AND/OR PERSONAL

CHARACTERISTICS: Working knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments; working 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 understand and follow directions; good powers of observation and perception; initiative; tact; judgment; emotional maturity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

Two (2) years full-time, paid 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 college or university or one registered by New York State or a business school registered by New York State may be substituted for the experience noted above on a year for year basis as full time equivalent.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class
Adopted 5/17/23-5/17/24
Extended to 12/31/24
Revised 5/30/24