

SOCIAL WELFARE EXAMINER

Schenectady County is seeking to fill Social Welfare Examiner positions. The work involves responsibility for the initial intake and determination of eligibility and assistance for individuals for various social services programs. The incumbent interviews applicants and evaluates applications and records to determine eligibility for benefit programs such as financial assistance, medical assistance, or food stamps. In some cases, the incumbent makes referrals based on service needs. The incumbent may also make assessments of individuals' employment background, skills and abilities, and provide services relative to vocational and employment needs.

TYPICAL WORK ACTIVITIES INCLUDE:

- Performs initial intake by interviewing and assessing the individual's situation to determine eligibility for various benefit programs and ensures that application information is complete and consistent;
- Makes referrals to various community service agencies;
- Performs initial screening of applicants involving issues such as substance abuse, domestic violence, or child support needs and makes referrals to appropriate agencies for follow-up;
- Evaluates information provided by applicants, performs necessary follow-up to resolve discrepancies and identify potential instances of fraud, and makes referrals to enforcement agencies where appropriate;
- Formulates and implements employment plans with individuals by assessing needs to obtain employment, and identify barriers to employment;
- Discusses benefit programs with individuals to ensure their understanding of their rights, responsibilities, the temporary nature of assistance, how benefits change with employment, and how to obtain the services needed to become self-sufficient;
- Provides follow-up interviews by phone or in person to obtain feedback in relation to an individual's progress and confirm understanding of their responsibilities;
- Evaluates applicant's financial eligibility for assistance, determines initial categorical eligibility and evaluates available resources in relation to financial eligibility;
- Re-determines or re-certifies financial eligibility for assistance programs;
- Authorizes the provision of financial benefits within program guidelines;
- Reviews cash assistance payments to determine if an individual's payment is accurate and takes corrective action when an error in payment is discovered;

CANDIDATES MUST POSSESS:

Associate Degree from a regionally accredited or New York State registered college or university OR graduation from high school and two years of experience in examining, investigating or evaluating claims for assistance, or working with clients in a social services, human services, or community organization setting, or in screening or interviewing individuals for the purpose of gaining specific factual information; OR an equivalent combination of training and experience as defined above.

This is a provisional position. Permanent appointment is contingent upon successful completion of a criminal background check, passing an examination and being reachable on any list that is established.