



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening
**Social Welfare Examiner -
Temporary**
Department of Social Services

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: \$18.69/hour (2019) with NO BENEFITS

HOW TO APPLY: Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one **TEMPORARY** 28 hour per week opening for a Social Welfare Examiner to process HEAP applications for the Department of Social Services. **The position will cover approximately a five month time frame from November 2019 – March 2020.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: The work involves responsibility for determining eligibility for the various programs administered by the local Social Services Department and/or recommending amounts of assistance in accordance with established policies and procedures. Incumbents perform a combination of assignments in connection with determining financial eligibility, categorical classification, continued eligibility, and income maintenance by the review and evaluation of applications and direct interviews with applicants. A Social Welfare Examiner uses a computer terminal in the performance of the duties. This use is usually limited to the input or retrieval of information, but may involve some word processing. Work is performed under the direct supervision of a higher ranking Social Welfare Examiner with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work according to prescribed rules and procedures. Supervision over the work of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews clients and takes applications for assistance;
Reviews and evaluates certification forms, examining and verifying supporting documents;
Evaluates and confirms income and resources to determine categorical and financial eligibility;
Codes and enters client information into a database;

Prepares and computes client needs statements, or budgets according to State and Federal guidelines;
Advises clients of eligibility determinations;
Recommends emergency grants as needed;
Explains program aspects of responsibility and eligibility to clients;
Acts as client liaison with other agencies, landlords, utility and fuel companies and interagency units;
Identifies problems presented by clients and acts as information and referral resource;
Makes referral to other department units or other social service agencies;
Provides services around basic needs, such as food, shelter, fuel, clothing and furnishings when necessary for the immediate well being or safety of the client or dependent children.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of work experience, or its part-time equivalent, in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

NOTE: Satisfactory completion of semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees may be substituted for work experience as follows: Thirty (30) credit hours is equivalent to one (1) year of experience; sixty (60) credit hours is equivalent to two (2) years of experience.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: August 27, 2019