

## **SOCIAL WELFARE EXAMINER**

**GENERAL STATEMENT OF DUTIES:** 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; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, 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.

**EXAMPLES OF WORK (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, 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 the final program classification;
- 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;
- If mandatory, or requested by applicant or client, or need for service 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.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** 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 Workmen'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 and good health.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

**PROMOTION:** One year of permanent competitive status in a senior level clerical position OR two years of permanent competitive status as a Community Service Worker or in an entrance level clerical position.

**OPEN-COMPETITIVE:** Two years experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility or in customer service\*.

\*Cashier experience will not be acceptable as customer service

**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 on a year-for-year basis.