

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.

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.

Schenectady County is an Equal Opportunity/Affirmative Action Employer