

# Greene County Department of Social Services

## Job Announcement – SOCIAL WELFARE EXAMINER (HELP program) (2)

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Hourly Rate: \$25.37 (Grade 11, Step 0)

***This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Appointment will mature into a permanent, Competitive position, without testing, upon the successful completion of a 52-week probationary period.***

This position involves determining financial eligibility for the various programs administered by a local social service district and entails extensive public contact. The work involves establishing amounts of assistance in accordance with policies and procedures involving the intake and on-going case management of applicants for and recipients of social services programs. The case management activities performed are program oriented and normally do not include social casework and social work activities performed by a caseworker. Dependent on the organizational structure and needs of the agency, incumbents may perform a wide variety of activities involving initial and on-going needs assessment of program eligibility, benefit determination, and monitoring recipient compliance within program regulations. The work is performed under direct supervision with considerable leeway in carrying out the details. Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of federal, state, and local rules, regulations, and laws that govern applicant/recipient eligibility for social services financial assistance and employability requirements; Working knowledge of programs that relate to eligibility for social services programs such as Workers Compensation, Social Security, Unemployment Insurance, etc; Working knowledge of agencies that provide employment services and occupational training; Working knowledge of employment recruitment, screening, and placement principals and techniques; Working knowledge of methods of using computerized information processing systems; Ability to operate a personal computer and/or mainframe terminal; Ability to gather and analyze eligibility information and compare to eligibility criterion and make correct decisions regarding eligibility; Ability to evaluate applicant/recipient education, experience, aptitude, and interest to determine appropriate job placement and occupational training; Ability to establish and maintain effective working relationships with others; Good powers of observation and perception; Good judgment; Emotional maturity; Initiative; Tact; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of an Associate's Degree in an acceptable academic degree program, such as business, education, or human services; **OR**
- B. Graduation from high school or possession of an equivalency diploma **AND** one (1) year of paid experience in examining, investigating, or evaluating claims for assistance, veterans' benefits, unemployment benefits, insurance benefits, or a similar program operating under established criteria for eligibility; **OR**
- C. Graduation from high school or possession of an equivalency diploma **AND** two (2) years of paid experience in a human services field.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment and this license must be maintained throughout employment.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

**Applications can be obtained at:**

[GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2024.pdf](#)

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@greencountyny.gov](mailto:hr@greencountyny.gov).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.