

The County of Nassau is seeking qualified candidates for the position of **Social Welfare Examiner I.**

#### GENERAL STATEMENT OF DUTIES

Determines financial eligibility of applicants for the various programs administered by the Department of Social Services; recommends amounts of assistance in accordance with established policies, and/or refers applicant to appropriate resources; performs related duties as required.

#### COMPLEXITY OF DUTIES

Under general supervision, the work requires the use of judgment in interviewing applicants and reviewing and evaluating applications and records.

#### TYPICAL DUTIES

- \* 1. Interviews applicants regarding their eligibility, and/or continuing need for assistance under the various programs administered by the Department.
- \* 2. By means of eligibility interview, identifies barriers to employment, educational development, or normal family function, and refers client to appropriate remedial resource.
- \* 3. Evaluates and determines applicant's eligibility for assistance based on assessment of resources and indicated or identified needs, as defined by the Social Services Law, State regulations, and department policy.
- \* 4. Prepares and computes budget for applicant according to Department standards and procedures.
- 5. Advises applicant of his/her rights and responsibilities under the Social Services Law, and makes referrals to other social services where need is indicated and/or identified.
- \* 6. Informs applicants about the range of services available in and outside the agency, and makes appropriate program referrals where need is indicated.
- 7. Makes referrals for field investigation where presumption of fraud is indicated.
- 8. Reviews clients' progress in pursuit and completion of program goals.
- 9. Makes field visits for the purpose of certifying eligibility, as required.

#### \*ADA ESSENTIAL FUNCTIONS

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of federal, state, and local social services laws and programs as they affect eligibility for financial and/or other service assistance.
2. Knowledge of effective interviewing techniques and methods.
3. Knowledge of other laws that affect applicant eligibility, i.e., Workers' Compensation, Social Security, Unemployment Insurance.
4. Skill in observation and perception.
5. Ability to analyze facts as a basis for judging eligibility of applicants.
6. Ability to establish and maintain effective working relationships with associates and clients.
7. Ability to understand and follow oral and written directions.
8. Ability to maintain records and prepare reports.
9. Ability to express oneself effectively, both orally and in writing.

#### MINIMUM QUALIFICATIONS

#### Training and Experience

1. Associate's Degree from, or completion of, two years of study (60 credits), at a regionally accredited or New York State registered college or university;

or

2. Graduation from high school

and

Two years of satisfactory experience examining, and/or investigating, and/or evaluating claims for assistance, and/or veterans and/or unemployment benefits, and/or a similar program operating under established criteria for eligibility.

#### Necessary Special Requirement

Continuing possession of an appropriate class, valid Driver License issued by the State of New York may be required.

There is a 52-week probationary period

**Under the current Collective Bargaining Agreement, the annual starting salary is \$34,679.00. During the first year of employment there are scheduled incremental salary increases bringing the annual salary to \$39,430.00 at six months and by the completion of one year of employment increasing to \$51,249.00.**

For consideration, please submit resume, cover letter and salary requirements to [dsshRANDpayroll@hhsnassaucountyny.us](mailto:dsshRANDpayroll@hhsnassaucountyny.us)

NASSAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER  
PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE,  
RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY  
OTHER BASIS PROTECTED BY LAW.