

SOCIAL WELFARE EXAMINER (SPANISH SPEAKING)
CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES
FULL-TIME @ 35 HOURS/WEEK
\$22.94 - \$29.52/HOUR + BENEFITS

Chautauqua County Department of Mental Hygiene and Social Services is looking to fill a Social Welfare Examiner (Spanish Speaking) position in the Dunkirk, NY office. This position 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, particularly those that are Spanish speaking. Work is performed under the supervision of a higher-ranking Social Welfare Examiner. Does related work as required.

Typical Work Activities:

- 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 applicants 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 final program classification;
- Recommends emergency grants as needed;
- Makes re-determinations of financial eligibility;
- Explains the validation process of 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 clients, or need for services 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;
- Determine on-going eligibility by 6-month interview and review of cases;
- Process under care changes in a timely manner as mandated by the regulations;
- Answer phone calls and questions for clients - maintain phone log;
- Attend and participate in training and team meetings;
- May occasionally conduct home and/or hospital visits to determine eligibility as needed.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications:

PROMOTIONAL - Candidates must be serving permanently, and have served continuously in any department within Chautauqua County Government in the competitive or 55a. non-competitive class immediately preceding the date of appointment or the date of the written examination, for two (2) years as either a Clerk II (Spanish Speaking), Typist II (Spanish Speaking), or Operations Assistant (Spanish Speaking).

- OPEN COMPETITIVE:** Graduation from high school or possession of a high school equivalency diploma and either:
- A. Successful completion of at least 60 semester credit hours of study at a regionally accredited or New York State registered college or university; OR
 - B. Two (2) years of 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
 - C. A satisfactory equivalent combination of experience and training as defined by the limits of (A) and (B) above, with one year of experience equal to 30 semester credits.

Note: The candidate's ability to perform bi-lingual communication in English and Spanish will be assessed by the appointing authority and/or a supervisor during the probationary period.