

CHIEF SOCIAL WELFARE EXAMINER

450-A

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving considerable independent responsibility for the supervision and coordination of the medical and temporary assistance programs administered through the local social services district. Incumbent is responsible for recommending policies and procedures relating to the delivery of temporary and medical assistance programs. Work is performed under general direction of the Director of Temporary Assistance in accordance with prescribed guidelines and established policies. Supervision is exercised over a large staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Interprets Federal, State and Local policies and programs as they relate to financial eligibility;

Assists in the review of department policies and procedures in all aspects of medical programs:

Assists in the coordination, scheduling and supervision of the activities of the medical and

temporary assistance programs of the local social services district;

Interprets policies, provides direction to supervisory staff who oversee direct service clients or

who interact with vendors;

Coordinates activities of the various program units with the activities of other units in the

department;

Maintains statistical, financial and demographic data required for a variety of mandated reports

relating to scope effectiveness of programs;

Conducts staff performance evaluations and employee counseling sessions;

Conducts quality assurance and utilization review procedures relating to services paid thru

 medicaid programs;

Assists staff in resolving complaints or complex problems;

May provide coverage in the absence of other supervisors or examiners, when necessary;

May assist in the preparation of vendor or provider contracts;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of federal state and local laws, rules and regulations relating to temporary assistance medical programs administered through the County Family Services Department; comprehensive knowledge of the agency's overall programs, policies and procedures; good knowledge of standard management functions involved in directing an organization or organizational segment, including such things as planning, organizing, supervising, coordinating and settling objectives; good knowledge of financial management and administration principles, including accounting and auditing principles and techniques; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs to prepare accurate records and reports; ability to make sound judgments, initiative and resourcefulness; sensitivity to persons from a variety of socioeconomic, ethnic or cultural backgrounds; integrity; and honesty.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and four (4) years of acceptable experience in examining, investigating or evaluating claims for assistance, veterans or

unemployment benefits insurance or a similar program operating under established criteria for eligibility, one (1) year of which has been in a supervisory capacity; or

- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree or higher and six (6) years experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years experience as described in (A) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

Jurisdictional Class:Competitive

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NYS Civil Service Commission Approval: N/A

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