



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Social Services Temporary Opportunity

Job Title: SOCIAL WELFARE EXAMINER – HEAP (Home Energy Assistance Program)

Salary Range: \$49,635

Work Location: 50 West High Street, Ballston Spa, NY 12020

Classification: Temporary (3 month duration – Extension possible)

Job Description

The work involves responsibility for determining financial eligibility for the various programs administered by a local social services district and recommending amounts of assistance in accordance with established policies and procedures. An employee may perform any or a combination of assignments in connection with determining financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social services district. Work is performed under direct supervision and involves the review and evaluation of applications and records, direct interviews, and may include field visits with applicants. Does related work as required

Minimum Qualifications (at least)

(A) Possession of an Associate's degree; **OR**

(B) Graduation from high school or possession of a high school equivalency certificate (GED) and two (2) years of clerical experience which shall have involved either accounting, bookkeeping, examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance, credit or loans.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet fieldwork requirements in a timely and efficient manner.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)



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- 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, ask applicant 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(s);
- Advises applicant(s) of eligibility determination, the amount of assistance, and when the first grant can be expected;
- Advises the applicant(s) about the program under which he is eligible for assistance, and any documentation or additional information which is necessary for final program clarification;
- Recommends emergency grants as needed;
- Makes recommendations of financial eligibility;
- Explains the validation process to the applicant(s);
- May be required to make field visits to determine eligibility for assistance;
- Advises the applicant about their duty to keep the agency informed of any change in status which may affect their eligibility for assistance;
- Informs applicant about the range of services in the agency. If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal or medical, etc.;
- Makes referrals for full field investigation where presumption of fraud is indicated.
- Performs related duties as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Optional NYS Retirement

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.