

WELFARE EMPLOYMENT REPRESENTATIVE

Tompkins County

Department: Department of Social Services
Classification: Competitive
Labor Grade: M (13)
Approved: Bd. Res. 243, 11/25/74
Revised: 12/87; 5/91; 8/98
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered College or university with a bachelor's degree **AND** one year of experience examining, investigating or evaluating claims for public assistance, employment insurance or veterans assistance or a similar program operating under established criteria for eligibility; **OR**
- (b) Graduation from a regionally accredited or New York State registered College with an associate's degree or completion of at least 60 college credit hours **AND** three years of experience examining, investigating or evaluating claims for public assistance, employment insurance or veterans assistance or a similar program operating under established criteria for eligibility; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** five years of experience examining, investigating or evaluating claims for public assistance, employment insurance or veterans assistance or a similar program operating under established criteria for eligibility; **OR**
- (d) Any equivalent combination of training and experience defined by the limits of (a),(b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for planning, coordinating and supervising the activities of the Employment Unit in the Department of Social Services. An employee in this class implements and oversees the operation of State mandated and local employment and training programs and monitors recipients' adherence to work regulations and requirements. The incumbent also maintains a client caseload involving individual counseling and outreach work. The work is performed under the general direction of a Principal Social Welfare Examiner with wide leeway allowed for the exercise of independent judgement in planning and carrying out the details of the work. Supervision is exercised over the work of Social Welfare Examiners and clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and coordinates work/training programs mandated by the State and locally initiated training programs;
- Writes and submits a comprehensive employment plan by analyzing program requirements and determining department resources and needs;
- Supervises the registration and interviewing of recipients to determine ability to work, work skills, employment barriers and job search plans;
- Establishes and maintains a working relationship with the New York State Employment Service to facilitate recipient placement;
- Coordinates the work of out station personnel assigned to the DSS site;
- May authorize temporary work exempt waivers in unique situations;
- Approves educational or training plans and periodically evaluates the plan for continuation or termination;
- Supervises staff review of recipient compliance with job search requirements and recommends sanctions where appropriate;
- Coordinates recipient entry into vocational training by initiating referrals, authorizing childcare and transportation allowances and monitoring attendance;
- Refers recipients to local employment opportunities;
- Recommends and facilitates recipient work placement;
- Designs and implements a managerial informational system to assist program compliance, monitoring and record keeping;

- Supervises visits to employers to evaluate recipient training progress and Employer compliance with program regulations;
- Supervises the preparation and collection of statistical data used locally and statewide in analyzing the effectiveness of employment programs;
- Prepares summaries for and represents the agency in State fair hearings;
- Prepares a wide variety of records and reports.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of social services law, rules and regulations regarding employment;
- Good knowledge of the techniques of job interviewing and placement practices and procedures;
- Good knowledge of social services programs dealing with community work experience and training programs for employment of public assistance recipients;
- Working knowledge of local community resources and local employment opportunities;
- Ability to plan and supervise the work of others;
- Ability to establish and maintain effective relationships with public Assistance recipients, private employers and community agencies;
- Ability to evaluate a client's employment capabilities and/or need for Vocational training;
- Ability to communicate effectively both orally and in writing;
- Ability to operate a computer terminal;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Good judgement;
- Physical condition commensurate with the demands of the position.