

FULTON COUNTY
DEPARTMENT OF SOCIAL SERVICES
ANNOUNCES THE FOLLOWING:

SOCIAL WELFARE EXAMINER (HELP PROGRAM)

**FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA
COUNTY RESIDENCY IS REQUIRED**

There are immediate vacancies open at the Department of Social Services

These are non-competitive positions.

No civil service examination required for appointment.

2026 Salary: \$24.64 per hour

Typical Work Activities:

Collects data relevant to eligibility determinations and employability plans;
Prepares documents for data entry and utilizes computer systems as related to job;
Prepares payments associated with eligibility programs and reviews vouchers for accuracy;
Determines eligibility for financial management and employability programs;
Prepares payments, monitors status and evaluates continued availability for service;
Interviews clients eliciting complete and accurate information through verbal inquiry that takes place either in the office, the applicant's home or by telephone;
Completes eligibility worksheet;
Reviews the application forms and accompanying documentation for completeness, accuracy and adherence to mandates;
Determines and monitors client participation in employment activities;
Conducts collateral contacts with outside agency sources to verify questionable or inconsistent information initially provided by the client;
Explains program requirements to the client and advises them of their entitlements, obligations and rights;
Determines eligibility for social service program(s) and computes the benefits/services the client is entitled to;
Maintains complete, accurate and properly organized case records;
Keeps case information current by processing known changes in client circumstance and re-evaluates eligibility on a periodic or as-needed basis;
Modifies employability plans as case circumstances warrant;
Informs client about the range of services available in the agency, makes referrals to appropriate service providers which include outside agencies;
When assigned to Third Party Resource duties, reviews and processes forms related to third-party health insurance and determines the cost effectiveness of agency payment of applicant recipient medical insurance premiums as compared to the costs of Medicaid coverage;

Collaborates with partner agencies to provide services and monitor applicant/recipient compliance;
Provides outreach in the community to provide program information and promote public awareness as assigned.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and completion of 60 semester credit hours from a regionally accredited or New York State registered college or university.

SPECIAL REQUIREMENT:

Certain assignments made to employees in this class will require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

A copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

NOTE: Your degree 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 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.

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

They can be found on our website at www.fultoncountyny.gov.