

## **TOWN WELFARE OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** Has responsibility for administering a town welfare program which includes the authorization of home relief, medical care given at home, burial and emergency assistance. An employee in this class receives applications for all types of assistance, care and service. The town welfare officer may be required to assist the County Commissioner in the administration of assistance and care within the town. Supervision may be exercised over a small staff. The work is performed subject to the supervision of the Town Board and County Commissioner of Social Services. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Receives applications for all types of assistance, care and service;  
Forwards applications to the County Department of Social Services;  
Receives recommendations from the County Department of Social Services on initial and continuing eligibility of town residents and amount of payment needed for home relief, medical care given at home, and burial;  
Authorizes and issues payments for home relief, medical care given at home and burial;  
Receives current reports from the County Department of Social Services on all persons residing in towns in receipt of public assistance or care;  
Grants emergency assistance as required;  
Maintains necessary records of all interviews, actions taken and relief granted;  
Serves as information officer on Federal, State and local programs of public assistance, social insurance, special benefits and related programs;  
Advises the County Department of Social Services of changes which come to his/her attention in the status of recipients of or applicants for assistance or care in the town.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the principles and practices of social case work; working knowledge of the Federal, State and local laws applying to welfare, relief, and social insurance; good knowledge of the individual and social factors contributing to personal maladjustment and dependency; good knowledge of social conditions in the town; good knowledge of the community resources within the town; ability to plan and administer a welfare program; skill in public relations; good judgment; emotional maturity; resourcefulness; tact.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Two (2) years of experience either as the owner or operator of a business or firm, or as manager in some undertaking which requires the directing of others, or in public welfare administration; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of business or public contact experience, such as selling insurance or real estate, nursing, or teaching; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.