



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

****INTERNAL POSTING****
Schuyler County Job Opening
Disability and Employment Examiner
Department of Social Services

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: \$22.57/hr with excellent benefit package ranging from \$7,913 - \$27,378 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. For full details on benefits the CSEA Admin Unit contract can be found at <http://www.schuylercounty.us/DocumentCenter/View/566/CSEA-Local1000-Admin-Unit-1-1-2020-to-12-31-2025?bidId=>

HOW TO APPLY: Applicants must submit a Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. **Faxed or emailed applications will be accepted.**

VACANCY: At the present time, there is one full time (35 hours/week) opening in the Employment Unit of the Schuyler County Department of Social Services. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must be **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: The work involves limited case management services to Social Service clients who are receiving benefits (TANF, SNAP, Safety Net etc.) in obtaining additional benefits from other agencies such as SSI determinations and additional housing supports, determining long term exemptions from work activities, make appropriate referrals such as mental health, substance abuse, and or medical care and evaluations. The worker will coordinate with the client and other service providers to complete a comprehensive SSI application package which would include: independent medical and mental health reviews, functional assessments, social history information etc, referrals for housing vouchers and working closely with those clients who are homeless, in assisting them with connecting with necessary providers to assist in resolving and maintaining their homelessness. Referrals will be made to other service providers and follow up by client will be monitored for participating, cooperating and the service goals are being met. Direct supervision is received from the Employment and Temporary Assistance Supervisor or Principle Social Welfare Examiner, with leeway allowed for exercise of independent judgment in carrying out the day-to-day activities of the program within established guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works directly with the Employment and TA Unit assisting with exemptions from employment, partial exemptions and employable clients;

Meets with TANF, SNAP, Safety Net clients to discuss the reason(s) for exemption from employment, the duration of the exemption, and the necessary actions needed to remedy the exemption i.e. physical therapy, substance abuse treatment.

Determines if client is a candidate for application for SSI

Assist clients in applying for SSI/SSDI

Assists client in obtaining necessary paperwork from medical, mental health and substance use providers to submit SSI application
Makes referrals to appropriate agencies for additional assistance i.e IMA, mental health, substance abuse, housing services
Gathers necessary paperwork for submission to SSI and assists clients in preparing for SSI reviews.
Meets with clients experiencing homelessness to monitor adherence to Independent Living Plans.
Reviews job search logs
Enters pertinent information into WMS and other computer programs
Develops employment plans in conjunction with individuals to identify strengths and address individual's barriers to employment, reviews and updates as needed
Facilitates employment assessments upon case opening and annually thereafter
Arrange for additional medical, nutritional, mental health, substance abuse or housing assessments
Remain in contact with and monitors individuals on short term disability
Maintain contact with individual and providers to determine exemption necessity
Assist individuals with housing searches, including assisting with completing applications for housing assistance
Completes the employment plan in conjunction with individuals with exemptions, partial exemptions and employable clients.
Refer individuals to Law NY and assist with any follow up needed to prepare cases for SSI hearings/reviews
Provides clients with transportation and accompaniment to medical appointments as needed.

MINIMUM QUALIFICATIONS: Either

- A. Possession of a Bachelor's Degree, or higher, in Human Services or a related field (i.e. Psychology, Social Work, Gerontology, Vocational Counseling, Occupational Therapy, Physical Therapy, Recreation Therapy, etc.); **or**
- B. Possession of an Associate's degree in Human Services or a related field (i.e. Psychology, Social Work, Gerontology, Vocational Counseling, Education, Occupational Therapy, Physical Therapy, Recreation Therapy, etc.), and two years of experience in a human services agency providing direct client services.

**** 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.

PROMOTIONAL REQUIREMENT: Candidates for this position must have two years of permanent full-time competitive status as a Social Welfare Examiner in Schuyler County DSS immediately preceding the date of the written test (or date of appointment if a provisional appointment.)

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: January 5, 2023