

POSITION DESCRIPTION

Class Title: General Assistance Administrator-Part time (25 hours/ weekly)
FLSA: Exempt
Rate: starting at \$31,163.58 based on experience
Posting closes: when filled

General Assistance Administrator

SUMMARY

This is responsible administrative work directing the Town General Assistance Program. This position is responsible for dispensing welfare assistance, including processing applications, determining eligibility, and providing other necessary assistance. This position also has responsibility for supervising and directing the department's activities including maintaining the budget, keeping records of departmental activities, and making reports.

SUPERVISION RECEIVED

Work is performed under the general direction of the Finance Director and Town Manager with considerable independence.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.)

1. Processes applications for general assistance which include but not limited to reviewing applications, interviewing clients, investigates and determines need in accordance with applicable state guidelines and determines the amount and type of assistance necessary.
2. Maintains liaison with and makes referrals to various local, state, and federal agencies or other human service organizations.
3. Attends meetings and represent Town on matters dealing with welfare, housing and mental health and other social work programs.

4. Maintains detailed account and client records; prepares records as required by local, state, and federal guidelines, including submitting electronic reports to the State of Maine through WELPAC.
5. Keeps informed on legal and administrative changes in regulations to the Town's General Assistance responsibilities.
6. Responds to calls for emergency assistance after work hours as needed.
7. Performs related work as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Education, Training and Experience:

High School Diploma or equivalent with experience in welfare administration or social work. Bachelor's degree in social work and/or related field preferred.

Knowledge, Abilities and Skills:

1. Thorough knowledge of State of Maine General Assistance laws, guidelines, WELPAC DATABASE and pertinent regulations and ability of applying the law and regulations to departmental operations and/or the ability to obtain the knowledge.
2. Thorough knowledge of other agencies to which clients may be referred for services needed and ability to maintain effective working relations with those agencies.
3. Thorough knowledge of the theory and practice of welfare administration and the social factors of poverty, substance misuse and homelessness involved in cases.
4. Effective communication skills, especially verbal and listening.
5. Ability to work independently following statutory and general policy guidelines.

PHYSICAL DEMANDS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Vision and hearing at or correctable to normal ranges.

WORK ENVIRONMENT

- Work is performed under typical office conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, town departments. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to confidential information pertaining to customers.
- Errors could result in delay or loss of service and legal and/or financial ramifications

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

Equal Opportunity/Americans with Disabilities Act Employer