

WELFARE SPECIALIST SENIOR

KIND OF WORK

Advanced professional level administrative and consultative work in the field of public welfare.

NATURE AND PURPOSE

An employee in this class is responsible for the development, implementation and evaluation of public welfare program or activity. Responsibility also extends to providing expert consultation to various agencies within the total state public welfare system regarding programs or activities for which the employee has responsibility.

This class of employees may be distinguished from the beginning level Welfare Specialist in that employees in this class are expected to operate effectively with less supervision from higher level professional staff and with a greater amount of accountability for specific results. Work involves the application of advanced technical skills, knowledges and techniques acquired through experience as a Welfare Specialist. Supervision is received from higher level administrative personnel in the department in the form of conferences and a review of reports submitted and results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Consults with staff of county welfare departments, state institutions and private agencies regarding a statewide public welfare program to both maintain and improve, where possible, welfare services to clients.

Designs, implements and evaluates a staff development program for the full range of departmental employees as well as county welfare merit system employees to upgrade specific skills.

Supervises the implementation of an effective statewide service program of the department to appropriate public and private welfare agencies.

Analyzes present separate mental health - mental retardation systems within the department to develop more effective coordination and continuity of responsibility between them and develops methods and procedures for conducting on-going evaluation of such program.

Reviews samples of actions and cases of county welfare departments, state institutions and mental health - mental retardation boards to ensure conformity with appropriate laws and plans and carries out corrective measures regarding those laws where necessary.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of modern principles, practices and techniques in the field of social work.

Thorough knowledge of the principles of public administration.

Thorough knowledge of the state's mental health - mental retardation program as well as all other departmental programs, organization and position requirements.

Thorough knowledge of federal and state social welfare laws and regulations.

Considerable knowledge of the functions and resources of welfare agencies at all levels of government.

Working knowledge of social conditions in local areas of Minnesota.

Ability to:

Construct, develop or adopt appropriate training materials and courses for private and public welfare staff with a wide variety of assignments and educational backgrounds.

Identify, analyze and evaluate a statewide social work program and make recommendations or its improvement.

Establish and maintain effective working relationships with public and private social work agencies, their staffs and appropriate community leaders.

Est.: 9/57
Rev.: 6/72
Ckd.: 12/92

T.C.: 7/69, 6/72
Former Title(s):
Community Social Services Consultant
Community Social Services Specialist