

WELFARE SPECIALIST

KIND OF WORK

Professional program administration or advisory work in the field of public welfare.

NATURE AND PURPOSE

An employee in this class is responsible for the administrative direction of a limited public welfare program or for providing technical guidance of a professional nature to county welfare agencies as well as private voluntary agencies, groups and institutions on problems related to cases that are their responsibility. Responsibilities extend to developing program resources to cope with the solving of problems and serving of clients, training of staff in specific program areas and assisting in the development greater professional capabilities of the agency and its staff. Work involves assisting in the initiation of program policies and procedures as well as their administration and interpretation.

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

Advises county welfare boards and staff relative to the administration of services within a limited welfare program to ensure effective program implementation.

Studies cases and holds conferences with staff workers, clients, workers from other agencies, attorneys, judges and doctors on complex social service problems.

Conduct in-service training programs and provides individual instruction and guidance to county welfare and private agency staff members to improvement quality of client services.

Provides administrative direction for a specific limited welfare program or working unit in the department.

Serves as a departmental representative to voluntary child care institutions or voluntary child placing agencies; examines and evaluates their programs for purposes of licensure and advises them on matters of program improvement.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of modern social work principles, techniques, and practices.

Considerable knowledge of the principles of public administration.

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

Working knowledge of the functions and resources of private, local, county, state, and federal welfare agencies.

Some knowledge of social conditions in local areas.

Ability to:

Interpret department policies and procedures to county welfare boards and staff as well as other public and private welfare agencies.

Instruct and train other public and private welfare employees.

Establish and maintain effective working relationships with other departmental staff members, appropriate public and private welfare agency employees, and the general public.

Est.: 3/41
Rev.: 6/72
Ckd.: 12/92

T.C.: 9/55, 6/72
Former Title(s): Welfare Executive 1
Child Welfare Consultant
Welfare Consultant