

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

WELFARE EMPLOYMENT REPRESENTATIVE (NYS HELPS Program)

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

2025 Hire Rate: \$27.27/hour (37.5 hours/week).

Madison County seeks full-time Welfare Employment Representative. The work involves responsibility for obtaining the names of perspective employables from Temporary Assistance Roles, and investigating their employment capabilities and limitations for possible job placement. The work also involves the establishment of lines of communications with private employers in local industry, municipal employers, educational facilities and the State Employment Service in order to determine areas of employment and training opportunities. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over a small number of employees. Does related work as required.

MINIMUM QUALIFICATIONS:

- (A) Possession of a Bachelor's degree; OR
- (B) Possession of an Associate's degree and two (2) years of full-time paid experience or its part-time/volunteer equivalent in job development, personnel counseling or placement, labor relations, personnel administration, or a closely related field; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as indicated in (B) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Degree(s) 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 of the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

PROMOTION MINIMUM QUALIFICATIONS: Two (2) years of permanent competitive class status as a Social Welfare Examiner or one (1) year of permanent competitive class status as a Senior Social Welfare Examiner.

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