

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

SOCIAL WELFARE EXAMINER (SWE) (HELPS Program) OR SOCIAL WELFARE EXAMINER TRAINEE (SWE Trainee) (HELPS Program) (COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

The Madison County Department of Social Services seeks full-time SWE's &/or SWE Trainee's.

SWE: The incumbent may perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high ranking administrator. The incumbent performs related work as required.

SWE Trainee: This is an entry-level traineeship in the Department of Social Services. Appointees to this class are provided training consisting of classroom and on-the-job segments designed to provide essential knowledges and skills regarding financial assistance programs, investigation techniques, interviewing skills, and stress management techniques. The appointee will be assigned limited duties and gradually, as experience in the social services programs is gained, the workload will be increased and the employee will take on more complex duties and greater independence in the delivery of financial service programs including: Public Assistance, Medical Assistance, Food Stamps and related services. Upon the successful completion of the probationary period in accordance with the Civil Service rules and the training program, the employee is promoted to the full-performance position of Social Welfare Examiner without further examination. Work is performed under the direct supervision of a Senior Social Welfare Examiner. Supervision is not a function of the class. The incumbent does related work as required.

SWE-MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three years of full-time paid experience, or its part-time equivalent, in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

NOTE: Study in a college, university or business school 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 may be substituted for the experience on a year for year basis.

2026 Hire Rate-SWE: \$23.86/hr (37.5 hrs/wk)

SWE Trainee- MINIMUM QUALIFICATIONS:

- A) Possession of an Associate's degree; OR
- B) Two years experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; OR
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTES:

1. Study in a college, university or business school 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 may be substituted for the experience on a year for year basis.

2026 Hire Rate-SWE Trainee: \$22.78/hr (37.5 hrs/wk)

2. 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.