**SOCIAL WELFARE EXAMINER / SOCIAL WELFARE EXAMINER (SPANISH SPEAKING)**

**CHAUTAUQUA COUNTY GOVERNMENT**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Chautauqua County Department of Health and Human Services is actively seeking qualified applicants to fill various Social Welfare Examiner and Social Welfare Examiner (Spanish Speaking) positions located throughout Chautauqua County offices (Dunkirk, Jamestown, and Mayville, New York). Social Welfare Examiners are responsible for 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. Positions are full-time, Monday through Friday, 35 hours per week starting at $19.76/hour plus benefits and eligible for pay increase after six months of continued employment.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

* Health Insurance (including Dental & Vision plan) - 13 Paid Holidays
* Health Savings Account (partially funded by the County) - Vacation & Sick Time
* Flex Spending Account - Personal Days
* NYSLERS Pension - NYS Deferred Compensation
* Eligible for Federal Public Service Loan Forgiveness - Wellness Program

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and either:

1. Successful completion of at least 60 semester credit hours of study at a regionally accredited or New York State registered college or university; OR
2. Two (2) years of experience in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility

**Application Process**: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county’s website: chqgov.com and ***return it, along with a copy of degree/transcripts,*** to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to [Countyemploy@chqgov.com](mailto:Countyemploy@chqgov.com)

Chautauqua County Government is an Equal Opportunity Employer