

Job Title: County Welfare Director
Reports To: County Commission
FLSA Status: Non-Exempt

SUMMARY

Under the direct supervision of the County Commissioners, the County Welfare Director is responsible for performing professional, administrative, and managerial functions in the development and implementation of the distribution of funds and supplies from a variety of sources to the indigent person. The County Welfare Director will be responsible for handling sensitive client and County information, which requires that they maintain a high level of professionalism and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Works with the Board of Commissioners to establish policies and programs, as well as defining the scope of services to be rendered within legislative regulations.
- Maintain knowledge of all relevant federal and state regulations and ensure compliance in the performance of official duties. Work with those state and federal agencies as deemed necessary.
- Establish and maintain working relationship with County welfare partners.
- Negotiates, on behalf of the indigent, with landlords, utility companies, health care practitioners, facilities, and others to secure services and payment of bills based on eligibility determined by the South Dakota Codified Laws and County guidelines, for those individuals that do not qualify for services with other County welfare partners.
- Respond to burial requests from funeral homes and individuals and approve or deny burial expenses based on South Dakota Codified Laws and County guidelines.
- Respond to requests for medical payments from health care providers and individuals and approve or deny based on South Dakota Codified Laws and County guidelines. Medical bills must be reviewed in detail to determine validity, accuracy of the charges, and any potential third-party reimbursement or pending Social Security claims. Maintain knowledge of policy and procedures of the County Catastrophic Poor Review Board.
- Serve as back-up to County welfare partners in accepting assistance applications from individuals and assessing their needs and making recommendations.
- Provides outreach programs and communicates with other agencies and organizations within the community regarding matters relevant to Welfare and indigent persons.
- Maintain a confidential and professional working relationship with clients, many who have complex physical and mental issues and come from diverse ethnic and economic backgrounds.
- Maintain professional and confidential case files on individuals seeking and receiving assistance.

SECONDARY DUTIES:

- Prepare annual budget and submit to the County Auditor in a timely manner.
- Approve financial expenditures within the department.
- Report to the Commission at assigned meetings.
- Give depositions regarding applicants as needed.
- Prepare reports, correspondence, and memorandum.
- Attend training, seminars, workshops and meetings as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary by the Commission.

SUPERVISORY DUTIES AND RESPONSIBILITIES:

- Directly supervise Welfare Assistant.
- Carry out supervisory responsibilities in accordance with the County's policies and applicable laws.
- Interview, hire, and train employee; plan, assign, and direct work; handle time off requests; review and approve monthly time sheet and attendance records; appraise performance and coach employee as needed; address complaints and resolve problems.

MINIMUM QUALIFICATIONS and SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor of Science degree in relevant field preferred, or equivalent combination of education, training, and experience.
- Knowledge of the federal and state laws governing welfare such as, but not limited to, County Poor Relief, and housing laws, rules, and regulations. Ability to read and interpret federal and state laws and regulations, as well as changes made to them.
- Ability to develop and maintain effective working relationships with the Board of Commissioners, County staff, County Welfare partners, and the general public.
- Ability to perform basic mathematical functions including calculating figures and amounts, and concepts of basic algebra.
- Ability to operate computer systems and software such Microsoft Word, Excel, Outlook, copy machine, fax machine, calculator, and Internet.
- Demonstrated strong communication skills in both oral and written communication.
- Ability to work with a variety of personalities, backgrounds, and income levels.

- Demonstrated initiative and the ability to work independently with minimal supervision.
- Demonstrated good organization skills.
- Ability to maintain confidentiality.

EXAMINATION, TESTING, AND CERTIFICATION

Must possess a valid social security number and a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee frequently is required to stand, sit, and reach with hands and arms.
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Occasional travel may be required.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for the County Welfare Director. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commission Chairperson

Date Signed