



MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

WELFARE EMPLOYMENT REPRESENTATIVE (HELP PROGRAM)

SALARY: \$ 43,360

DEPARTMENT: SOCIAL SERVICES

LAST FILE DATE: 07/16/2025

GENERAL STATEMENT OF DUTIES: Interviews and identifies work skills of welfare recipients and attempts to place them in positions for which they are suited and develops training programs which may be beneficial to such individuals; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to supervise and coordinate community employment and work experience programs for public assistance recipients to increase their efficiency and effectiveness for transition and placement to regular employment. An incumbent is responsible to develop plans for implementation and monitoring of the programs and participants by establishing lines of communication with public and private employers using a mix of direct placement and/or referral to community agencies for training and employment. The work is performed under general supervision of the Commissioner of Social Services with leeway allowed for exercise of independent judgment in carrying out details of the work. The incumbent does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. Please provide a copy of your driver's license (front and back) for proof of residency.

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

PROMOTIONAL QUALIFICATIONS: Candidates must have completed 24 months of permanent competitive status as a Social Welfare Examiner.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State four year college or university with a Bachelor's Degree in Business Administration, Human Services or a closely related field; or
- B. Graduation from a regionally accredited or New York State two year college with an Associate's Degree in Business Administration, Human Services or a closely related field and two years of experience in employment interviewing, counseling, or labor or industrial relations.

- C. Graduation from high school or possession of a high school equivalency diploma and four years of experience in employment interviewing, counseling, or labor or industrial relations.

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.