HOME ENERGY ASSISTANCE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for establishing eligibility for Home Energy Assistance funds. The work closely parallels that of a Social Welfare Examiner in establishing a client's eligibility for financial aid. The work is performed under the general supervision of the Director of Income Maintenance and may involve supervision over other workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

-Evaluates a client's financial records to determine eligibility for Home Energy Assistance;
-Trains, assigns, and reviews the work of subordinates who seek, locate and obtain completed applications from potentially eligible persons;
-Verifies a client's eligibility by documenting financial information provided by clients;
-Processes applications through the system once an eligibility determination is made;
-Participates in programs publicizing requirements necessary to establish eligibility for home energy assistance;
-Prepares reports of activities including visitations, applications processed, and numbers of clients eligible for assistance.

PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of Federal and State laws and programs as they affect eligibility for Home Energy Assistance; working knowledge with other laws affecting eligibility for social services, Social Security and unemployment insurance; ability to deal effectively with others; ability to analyze facts obtained and use facts in making judgments regarding eligibility; ability to train, plan work schedules, and supervise the work of subordinates; ability to understand and follow directions; good powers of observation and perception; initiative; tact; good judgment; emotional maturity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND**

Either:

(A) Two years of experience in examining, investigating or evaluating claims for assistance, benefits, insurance or similar program operating under established criteria for eligibility;

Or **(B)** Graduation from a regionally accredited or New York State registered college with an associate degree in human services, accounting, public administration, or related field;

Or **(C)** An equivalent combination of training and experience within the limits of (A) and (B) above.