

Job Description

Job Title:	Director of Welfare	Department:	Board of Selectmen
Supervisor:	Board of Selectmen	Hourly/Salary:	Hourly
Part/Full Time:	Part Time - Appointed	Labor Grade:	

Job Summary:

The Director of Welfare performs highly responsible work in the administration of the Town's welfare/public assistance function. The Director of Welfare will always maintain a professional manner when dealing with the public and with co-workers.

General Duties and Responsibilities: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

1. Perform applicant intake through interview and review of application for assistance.
2. Assess client needs and eligibility through the application of standards established by statute and local guidelines.
3. Conduct home visits, as necessary, to effectively determine client needs.
4. Establish and maintain effective relationships with public and private organizations.
5. Establish and maintain data on services and resources of other public and private agencies, and make referrals to outside agencies, when appropriate.
6. Establish and maintain files and logs pertaining to welfare applications, payments, property liens, and contacts.
7. Act as social services resource for town organizations, the community, and public and private organizations.
8. Maintain confidentiality of department information.
9. Prepare and present routine, cyclical and special reports to town, state and federal organizations in a timely fashion.
10. Monitor trends and make recommendations regarding the administration of the welfare function to the Town Manager and the Board of Selectmen.
11. Prepare, file and execute information, documentation and requirements for welfare liens on recipient properties.
12. Prepare, present and administer, after approval, department budget.

13. Attend to many items simultaneously, and/or in sequence.
14. Maintain an appropriate level of confidentiality regarding records of the Town.
15. Familiar with and executes safe work procedures associated with assigned work.
16. Performs other related duties as required.

Minimum Qualifications:

- High School Diploma, GED, or equivalent with a combination of education
- Valid NH Driver's license
- Knowledge of the services and operations of social service organizations.
- Ability to interpret and apply rules, regulations and statutes,
- Demonstrated oral and written communications skills.
- Familiarity with town welfare function, rules and statutes

Other Considerations and Requirements:

- Some in-town travel necessary for home visits
- Familiarity with health and sanitation codes helpful
- Duties may require work at odd hours and at night

Environment: Inside 98% Outside 2%

Summary of Occupational Exposures: May be exposed to hazardous substances and materials in printers and other office equipment.

Physical Activity Requirements:

Primary Requirements

Lift up to 10 pounds:	Frequently required
Lift 11 to 25 pounds:	Not required
Lift 26 to 50 pounds:	Not required
Lift over 50 pounds:	Not required
Carry up to 10 pounds:	Frequently required
Carry 11 to 25 pounds:	Not required
Carry 26 to 50 pounds:	Not required
Carry over 50 pounds:	Not required
Reach above shoulder height:	Rarely required
Reach at shoulder height:	Frequently required
Reach below shoulder height:	Occasionally required
Push/Pull:	Not required

Hand Manipulation

Grasping:	Occasionally required
Handling:	Occasionally required
Torquing:	Not required
Fingering:	Frequently required

Other Considerations

Twisting:	Occasionally required
Bending:	Occasionally required
Crawling:	Not required
Squatting:	Not required
Kneeling:	Not required
Crouching:	Not required
Climbing:	Not required
Balancing:	Not required

During an eight (8) hour day, Employee is required to:

Consecutive Hours

Sit: 1 2 3 4 5 6 7 8

Stand: 1 2 3 4 5 6 7 8

Walk: 1 2 3 4 5 6 7 8

Total Hours

Sit: 1 2 3 4 5 6 7 8

Stand: 1 2 3 4 5 6 7 8

Walk: 1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements

Talking:	Necessary for communicating with others
Hearing:	Necessary for receiving information and instructions
Sight:	Necessary to do job effectively and correctly
Taste & Smelling:	Not required

Specific Vocational Preparation Requirements

- ☐ Short demonstration only
- ☐ Any beyond short demonstration up to and including 30 days
- ☐ 30 – 90 days
- ☐ 91 – 180 days
- ☐ 181 days to 1 year
- ☐ 1 to 2 years
- ☐ 2 to 4 years
- ☒ 4 to 10 years
- ☐ over 10 years