

THIS AGREEMENT, Dated and effective the 1st day of January 1974, is entered into by and between the SUSSEX COUNTY WELFARE BOARD, 18 Church Street, P.O. Box 218, Newton, New Jersey, 07860, (hereinafter referred to as the "Board") and the COMMUNICATIONS WORKERS OF AMERICA, A.F.L. - C.I.O., 236 State Street, Trenton, New Jersey 08608 (hereinafter referred to as the "Union").

ARTICLE I - RECOGNITION

In accordance with the certification of the New Jersey Public Employment Relations Commission, dated October 15, 1971, as supplemented by agreement of the parties, the Board recognizes the Union as the exclusive representative of all the employees in the unit described below for the purpose of collective negotiations with respect to the terms and conditions of their employment: All Income Maintenance Specialists, Social Workers and Social Worker Trainees (heretofore known as Caseworkers) Income Maintenance Technicians (heretofore known as Welfare Aides), Social Service Aides, Public Welfare Trainees (heretofore known as Social Service Aide Trainees) and Investigators employed by the Sussex County Welfare Board, but excluding office clerical employees, craft employees, managerial executives, police, supervisors of case work, other supervisory employees within the meaning of the Act and all other employees of the Sussex County Welfare Board.

ARTICLE II - MANAGEMENT RIGHTS

A. All the powers, rights, prerogatives, duties, responsibilities and authority that the Board had prior to the signing of this Agreement are retained by the Board except only those that are specifically modified by this Agreement and only to the extent that they are so modified, and provided that any such modification is not contrary to public policy, or any law of the State of New Jersey, or any rules, regulations or directives promulgated by the Division of Public Welfare of the Department of Institutions and Agencies and the Department of Civil Service.

C. Presentation of a Grievance

The aggrieved shall have the right to present his own grievance. The aggrieved may designate a Union representative to appear with him at any stage of the grievance procedure. The aggrieved and one Union representative who is an employee of the Board shall not lose pay for the time spent by them in presenting a grievance through Step 3 of the Grievance Procedure.

D. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement.

Step 1

a. The aggrieved shall institute action under the provisions hereof by filing a grievance, in writing, signed and delivered to his (or her) supervisor within ten (10) working days of the occurrence complained of, or within ten (10) working days after he would reasonably be expected to know of its occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance.

b. The supervisor shall render a decision in writing within ten (10) working days after receipt of the grievance.

Step 2

a. In the event satisfactory settlement has not been reached, the aggrieved may, in writing and signed, file an appeal from his supervisor's decision with the Director of Welfare within five (5) working days following the decision at Step 1.

b. The Director of Welfare, or his designee, shall render his decision within ten (10) working days after the receipt of the appeal.

Step 3

Should the aggrieved disagree with the decision of the Director, or his designee, the aggrieved may, within five (5) working days following the decision, submit to the Board a statement in writing and signed as to the issue or issues in dispute. Such statement shall set forth the reasons why the aggrieved contends the Director's decision is incorrect and shall specify

the provision or provisions of this Agreement alleged to be violated. The Board or its designee shall review the decision of the Director together with the statement submitted by the aggrieved and such other written evidence as may be submitted. The aggrieved and/or the Union representative may submit a written request to appear before the Board or its designee to present oral argument. The Board retains the right, in its sole discretion, to deny such request for oral argument, or to grant such request, subject to such conditions and limitations as the Board may deem appropriate. The Board will render its decision within ten (10) working days after the meeting at which the Board has completed its review of the matter.

Step 4

a. Should the aggrieved be dissatisfied with the Board's decision, the Union may request fact finding, provided that such request is in writing and is served upon the Board within ten (10) working days after the Board's decision at Step 3.

b. The fact finder shall be Thomas J. Reynolds, Rutgers University, Newark, New Jersey. In the event he cannot serve, another fact finder shall be designated by the Governor. No fact finding hearing shall be scheduled sooner than thirty (30) days after the final decision by the Board.

In the event the employee elects to pursue Civil Service procedures, the fact finding hearing shall be cancelled, the matter withdrawn from the fact finding and the Union shall pay whatever costs may have been incurred in processing the case to the fact finder.

c. The fact finder's recommendation shall be in writing and shall set forth his findings of fact, reasons and conclusions on the issues submitted. The fact finder shall be without power or authority to make any decision which shall bind the parties and his opinion shall be advisory in nature only, and limited to the issue submitted to him.

d. The costs for the services of the fact finder shall be borne equally by the Board and the Union. Any other

expenses incurred in connection with the fact finding shall be paid by the party incurring same.

e. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally.

E. Union Participation

The Union participation in the grievance procedure shall be as follows:

The Shop Steward may participate at the request of the employee.

The local Union officer, International representative, or both may participate at the request of the employee at Steps 2, 3, and 4.

F. Time Limits

The time limits prescribed at each step of the Grievance Procedure may be waived in writing by mutual agreement of the parties.

ARTICLE VI - HEALTH INSURANCE COVERAGE

The Employer agrees to continue its present policy and practice of providing at no cost to the employees Blue Cross, Blue Shield and Rider J coverage, and Major Medical insurance for the employee and his eligible dependents, as permitted under laws and procedures of the State of New Jersey and County of Sussex for each provisional and permanent full time employee who received remuneration, commencing on the first day of the month following completion of two (2) full months of service.

All rights, benefits, eligibility requirements, etc. shall be governed by the applicable policy of insurance then in effect.

ARTICLE VII - SALARIES AND COMPENSATION

The salaries and stipulations contained in this Article are based on the standard thirty-five (35) hour work week.

During the term of this Agreement, employees covered by this Agreement shall be compensated in accordance with the wage schedules attached hereto.

ARTICLE VIII - NON-DISCRIMINATION

There shall be no discrimination by the Board or the Union against an employee on account of race, color, creed, sex or national origin, or membership or non-membership in the Union.

ARTICLE IX - NO STRIKE PLEDGE

The Union covenants and agrees that during the term of this Agreement neither the Union nor any person acting in its behalf will cause, condone, authorize or support, nor will any of its members participate in any strike, work stoppage, slowdown, walk-out or other job action or work interruption.

ARTICLE X - FULLY BARGAINED PROVISIONS

The parties agree that they have fully bargained and agreed upon all terms and conditions of employment and that this Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

ARTICLE XI - SEPARABILITY AND SAVINGS

If any provisions of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, including but not limited to the New Jersey Department of Civil Service, or if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination as to its validity, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XII

When an authorized Income Maintenance Specialist, Social Worker or Social Worker Trainee position is vacated and the Board decides to fill the same, an Income Maintenance Technician certified to the position shall be given preference for the job, to the extent permitted by law and applicable Civil Service regulations.

ARTICLE XIII - PERSONAL DAYS

Employees who are on the payroll on January 1st of any year shall be entitled to a maximum of six (6) days leave per year, with pay, in accordance with the following:

A. Up to three (3) days leave of absence, with pay, for time lost from work due to the death of a spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents;

B. Three (3) days leave, with pay, for personal business, subject to the following:

1. Requests for leave shall be made in writing and approved in advance of the requested date or dates from the employee's immediate supervisor.

2. Leaves shall not be cumulative from year to year.

3. Personal leave shall not be granted at the beginning or end of a vacation or paid holiday, except in cases of emergency or religious holiday.

ARTICLE XIV - SNOW DAYS

If an employee reports late for work on any workday as a result of a snow day, the employee will be paid for the full day provided that the employee calls his or her supervisor to notify the supervisor that the employee will be late.

ARTICLE XV

The Board shall at the Union's written request grant a leave of absence with pay to no more than one (1) Union representative to attend an official Union convention or an authorized group meeting of Union representatives, but not to exceed six (6) days in any year.

ARTICLE XVI - DURATION OF AGREEMENT

A. This Agreement shall be effective from January 1, 1974, and shall remain in full force and effect until December 31, 1975.

B. Negotiations for wages for the year January 1, 1975 through December 31, 1975, shall commence on or about November 1, 1974, upon written notice by one party to the other at least sixty (60) days prior to December 31, 1974.

C. Negotiations for a successor contract shall commence on or about November 1, 1975, upon written notice by one party to the other at least sixty (60) days prior to the expiration date of this Agreement of a desire to change, modify or terminate the

ARTICLE (To be attached to Sussex County Welfare Boards's
Communications Workers of America Agreement, effective
January 1, 1974.)

VACATIONS.

Employees are entitled to vacation leave based upon the following schedule.

<u>Years of Service</u>	<u>Annual Leave</u>
First year of Service	One day vacation for one month's service
Second and Third years of Service	12 days vacation
Fourth year of Service	13 days vacation
Fifth year of Service	14 days vacation
Sixth of Ninth years of Service	15 days vacation'
Tenth of Nineteenth years of Service	18 days vacation
Twenty or more years of Service	20 days vacation

Vacation benefits shall be computed as of January 1st. Employees hired after January 1st shall accrue one day's vacation benefit for each full month of service during the calendar year.

Employees on the payroll on January 1st of any year shall be granted vacation entitlement in accordance with the foregoing schedule provided, however, that if the employee works less than twelve months in the calendar year he is entitled to only a pro rate share of such vacation entitlement. An employee who has used more vacation time than he is entitled to at the time of termination of his employment shall have an amount equal to his daily rate of pay deducted from his final pay for each day of vacation he has used in excess of the number of days to which he is entitled.

SUSSEX COUNTY WELFARE BOARD

s/ Sonya Hulbert, Director

By s/ J. M. Thorne Jr.

COMMUNICATIONS WORKERS OF
AMERICA, A.F.L. - C.I.O.

By s/ Nancy M. Carson, President -
s/ James J. Laugel, Vice Pres.

Reviewed and approved by the
Division of Public Welfare
New Jersey Department of
Institutions and Agencies.

By s/ G. Thomas Riti
Director, 7/23/75
Division of Public Welfare

By _____

WAGE SCHEDULE
January 1, 1974, through December 1, 1974

1. Effective January 1, 1974, all employees shall be placed on step in the following ranges:

TITLE	RANGE NO.	MINI-MUM STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	MAXI-MUM STEP
Income Maintenance Specialist	16	8,657	9,090	9,523	9,956	10,389	10,822	11,255	11,688
Social Worker Trainee	16	8,657							
Social Worker	16		9,090	9,523	9,956	10,389	10,822	11,255	11,688
Investigator	16	8,657	9,090	9,523	9,956	10,389	10,822	11,255	11,688
Income Maintenance Technicians	10	6,460	6,783	7,106	7,429	7,752	8,075	8,398	8,721
Social Service Aide	3	4,590	4,820	5,050	5,280	5,510	5,740	5,970	6,200
Public Welfare Trainee	2	4,371							

2.A Income Maintenance Specialists, Social Workers, Investigators, Income Maintenance Technicians and Social Service Aides who have completed at least one year of continuous employment and whose anniversary date of employment in their present classification is between January 1 and March 31st, shall receive a step increment in the above range effective April 1, 1974.

B Income Maintenance Specialists, Social Workers, Investigators, Income Maintenance Technicians and Social Service Aides who have completed at least one year of continuous employment and whose anniversary date of employment in their present classification is between April 1 and June 30th, shall receive a step increment in the above range effective July 1, 1974.

C. Income Maintenance Specialists, Social Workers, Investigators, Income Maintenance Technicians and Social Service Aides who have completed at least one year of continuous employment and whose anniversary date of employment in their present classification is between July 1 and September 30th shall receive a step increment in the above range effective October 1, 1974.

D. Income Maintenance Specialists, Social Workers, Investigators, Income Maintenance Technicians and Social Service Aides who have completed at least one year of continuous employment and whose anniversary date of employment in their present classification is between October 1 and December 31st, shall receive a step increment in the above range effective January 1, 1975.

SUSSEX COUNTY WELFARE

Income Maintenance Specialist	Present Salary 8,657 - 11,688 Increased to 9,174 - 12,387
Social Worker/Social Worker Trainee*	
Investigator	
Income Maintenance Technician	Present Salary 6,460 - 8,721 Increased to 7,189 - 9,702
Social Service Technician	
Social Service Aide	Present Salary 4,590 - 6,200 Increased to 5,109 - 6,894
Public Welfare Trainee	Present Salary 4,371 Increased to 4,866

All the above mentioned titles who have one year of more of continuous service on 1/1/75 are entitled to receive a one-step increment on the appropriate date corresponding to their anniversary date. Increments are as follows: \$459.00 for Income Maintenance Specialist, Social Worker, Social Worker Trainee and Investigator; \$359.00 for Income Maintenance Technician and Social Service Technician; \$255.00 for Social Service Aide.

APPROVED:

SUSSEX COUNTY WELFARE BOARD

BY: s/ Sonya Hulbert, Director

s/ G. Thomas Riti,
G. Thomas Riti, Director
Division of Public Welfare

COMMUNICATIONS WORKERS OF AMERICA

BY: s/Jean Fawcett-C.W.A. Rep.
s/Mary B. Towle, Pres., Local 1083
s/James J. Laugel, Vice Pres.,
Local 1083

* No one in category of Social Worker Trainee

DEFINITION: Under direction, without the assumption of legal authority, conducts elaborate, special, confidential and routine investigations of assigned public assistance cases in which there is a alleged or suspected desertion, fraudulent receipt of assistance, or other violation of Federal, State and County public assistance rules, regulations, or laws; does related work as required.

EXAMPLES OF WORK: Makes investigations for the purpose of locating persons alleged to have deserted dependents receiving public assistance; conducts elaborate, special and confidential investigations of alleged or suspected violators of Federal, State or local public assistance rules, regulations and laws; visits home of recipients of public assistance for purposes of eliciting necessary facts and data; prepares comprehensive reports and statements for legal counsel; maintains contact with all public assistance agencies in New Jersey and in other states for the purpose of locating persons alleged or suspected to have deserted dependents receiving public assistance or who have violated Federal, State or County rules, regulations or laws; conducts confidential investigations of the finances, occupations, and activities of persons alleged or suspected of the fraudulent receipt of public assistance; cooperates with, under assignment, or as directed, with official law enforcement agencies in obtaining and furnishing information necessary to the apprehension and prosecution of persons alleged to have deserted dependents receiving public assistance, or who have fraudulently received public assistance; cooperates as directed by legal counsel with case work staff in attempting to effect reconciliation or voluntary assumption of financial support; prepares comprehensive reports and statements required by legal counsel in the prosecution of persons alleged to have committed public assistance fraud; travels extensively during the daytime working hours and at night for the purpose of conducting assigned investigations; maintains necessary records and files.

REQUIREMENTS:

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate or any equivalency in education and experience.
2. Five years of experience in conducting field investigations of the type performed by a claims investigator in an insurance firm or as an investigator in a credit organization or in a government tax, law enforcement or social welfare agency.
3. Considerable knowledge of the law relating to the protection of the civil and property rights of individuals under investigation for alleged offenses against Federal, State or local public assistance rules, regulations or laws.
4. Ability to assimilate and effectively use established procedures and methods in interviewing, investigating and examining persons of varied economic social background, using tact, and courtesy, and in the analysis and exposition of significant facts and conditions, and to prepare comprehensive reports and statements.
5. Appointees must be available to accept assignment during the regular working day or when required at night, on Saturdays, Sundays or holidays.
6. Appointees must possess a valid New Jersey driver's license and have available a motor vehicle for use in the conduct of assigned investigations.
7. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

SOCIAL WORKER

DEFINITION: Under direct supervision of a Social Supervisor performs the office and field continuing social services both preventive and rehabilitative, to clients and their families; does related work as required.

EXAMPLES OF WORK: Performs the initial and continuing office and field work related to the gathering of Social service data; provides social services to clients and their families; works with parents, who lack sufficient capacities for planning and managing their affairs; interprets to parents the meaning of family planning and refers parents to an appropriate resource; works with families in a mild disturbance of individual and/or family relationship exist; investigates social conditions in response to complaints and reports findings; contacts relatives in other communities in situations requiring protective services for aged clients or children in order to bring relatives into the plan for the clients care; evaluated the need for services, such as day care or homemaker service, for families or in individuals either potentially or actively receiving public assistance; makes appropriate referral of cases of observed or reported suspected illegal activities to assigned supervisor; counsels clients regarding training programs and adult education programs; collaborates with staff members in planning and carrying out plans for providing services to clients; answers inquiries, maintains a liaison with community councils, religious, and civic assigned, writes letters and reports as required.

REQUIREMENTS:

1. Graduation from a four year course at an accredited college or university with a major course of study in Sociology or Psychology or Social Work or Social Welfare.
2. Some knowledge of modern principles and practices of social work; of social and economic problems and of State and Local social resources; of the functions, program, and services of the agency.
3. Ability to differentiate between objective fact and subjective interpretation of client; to obtain social data on applicants for assistance; to understand and accept the family-centered focus in working with clients; to analyze and evaluate case records, including preparation of summaries for other agencies and professional consultants; to establish and maintain relationships within and outside the agency in a professional manner; to organize own time and effort to meet assigned situations and work demands, to maintain necessary records and files and to apply modern principles and practices of social work.
4. Appointees may be required to possess a valid New Jersey Driver's License as a condition of continued employment.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

**per Bandler of C.S. 7/24/74*

SOCIAL SERVICE AIDE

DEFINITION: Under direct supervision of a Social Work Supervisor performs para-professional work involving the clarification of agency policies relating to the particular needs of the client and assisting clients in the full utilization of available services as part of a preventive, rehabilitative and/or treatment program; does related work as required.

EXAMPLES OF WORK: Under direct supervision and while receiving continuous in-service training, performs supportive social services including; assisting the client in obtaining or verifying social service information; assisting the client in obtaining verification of births, deaths and marriages; interpreting agency policy as to the rights of clients and the process of Fair Hearings; aiding clients in completion of institutional commitment papers on behalf of family members; seeking clarification of complaints; referring school dropouts to appropriate community services for help in job training or aid in furthering their education; referring clients to work training programs; encouraging vocational rehabilitation for family members who qualify; assessing Day Care needs; providing emergency child care upon sudden illness, desertion or arrest of parent; interpreting pre-school education as a family service; providing information of the availability of family planning services; pursuing and updating community resource information; sharing community resource information with staff and clients; aiding family members' involvement in appropriate available community resources; exercises some independent judgment as far as selecting methods or procedures to help accomplish the assigned tasks; may rely on resource material, handbooks and manuals to aide in accomplishing the assigned task; may require sustained effort of work involvement for more than one work day; assisting clients in keeping appointments with agencies or community health services; assisting clients with money management and the purchasing of food, clothing and furnishings.

REQUIREMENTS:

1. Ability to read, write, speak and understand English sufficiently to perform the duties of this position.
2. One year of experience in a social service, health or community agency, such as; a hospital, any clinic (free standing or in a hospital setting), anti-poverty program, community development agency, Day Care Centers, Neighborhood Centers, or in the school system functioning as a teacher's aide.
3. Considerable knowledge of the local community and its available resources and services.
4. Ability to follow oral and written instructions and work independently on assignments; to establish relationships of mutual trust and respect with the client especially with disadvantaged people of varying ethnic and social backgrounds; to prepare simple factual reports and maintain pertinent records and files, to establish and maintain cooperative and courteous relationships with clients, businessmen, employers, insurance companies and hospitals; to interpret agency service programs, goals and eligibility requirements in language that promotes understanding of agency philosophy.

SOCIAL SERVICE TECHNICIAN

DEFINITION: Under supervision of Social Work Supervisor performs para-professional work involving the operation of a service program requiring specialized skills and program knowledge; has responsibility for gathering required social information about the client, for making an assessment of the case and for implementing a preventive, rehabilitative and/or supportive treatment program; does related work as required.

EXAMPLES OF WORK: Under supervision and while receiving continuous in-service training performs supportive social services including interpreting agency policy and its services to clients and establishing two-way communication between client and agency; helping clients make use of public welfare and community agency services; assisting clients in preparation of forms on a selective basis; developing and resource files on community facilities such as social agencies; clinics; recreational facilities, nursing homes; serves as a resource person regarding community problems; making home visits for the purpose of getting information about the client's situation which would help to determine and plan services; assisting clients in home management; assisting clients in resolving school problems of children and problems relating to housing; visiting clients to discuss reason for failure to keep appointments; assisting in projects and surveys in the agency and gathering other routine data as needed; keeping adequate records; preparing brief reports and recommendations; handling or referring telephone calls from clients regarding their needs for assistance; handling or referring telephone calls from doctors, hospital social service, surgical supply houses, etc., through frequent home visits, serving as liaison between client and worker; informing social worker of deteriorating physical conditions; assisting isolated individuals in finding satisfying social contacts; organizing groups of recipients for developing programs for mutual economic and social self-help i.e. senior citizen recreational programs, tutorial programs for dropouts.-

REQUIREMENTS:

1. Satisfactory completion of at least 60 college level credits at an accredited college or university.
2. Two years of experience in a social service health or community agency, such as; a hospital, any clinic (free standing or in a hospital setting), anti-poverty program, community development agency, Day Care Centers, Neighborhood Centers, or in the school system functioning as a teacher's aide.
3. Thorough knowledge of the community, including both physical aspects and community organizations; of social and economic conditions in the community and of welfare practices.
4. Ability to establish relationships of mutual trust and respect with the client especially with disadvantaged people of varying ethnic and social background; to interpret and clarify simple basic agency policies; to meet and work with agency staff and persons from the community; to prepare comprehensive reports and make basic recommendations; to follow oral and written instructions and work independently and make practical application of skills and knowledge acquired through training, experience and education and to maintain pertinent records and files.

INCOME MAINTENANCE SPECIALIST

DEFINITION: Under direct supervision of an Income Maintenance Supervisor, performs office and field work pertaining to the review of cases to determine client eligibility and the validity of decisions made regarding financial assistance or performs the field and office work involved in gathering information pertaining to the medical status, physical or mental health of clients; does related work as required.

EXAMPLES OF WORK: Reviews new, current and former applications for assistance, and cases for completeness, accuracy, and to make certain that all requirements have been met; may perform spot check field investigations related to authorization of financial assistance, reports deficiencies and/or performs initial and continuing office and field work in order to gather medical eligibility information; makes home visits in order to compile complete forms for submission to Medical Review Team; assembles data from groups of cases to determine characteristics of applicants and to establish areas of difficulty experienced by Income Maintenance Technicians; prepares summaries of cases involved in Fair Hearing procedures. Prepares suitable reports and maintains records; may assist in the supervision of Income Maintenance Technicians.

REQUIREMENTS:

1. Graduation from a four (4) year course at an accredited college or university with a major course of study in Public or Business Administration or psychology or social work or sociology or social welfare.
2. Thorough knowledge of sources and methods of obtaining information regarding finances, property ownership and financial resources, and of the problems of economically and culturally disadvantaged persons.
3. Ability to establish and maintain cooperative and courteous relationships with clients, businessmen, employers and others; to advise clients on financial matters pertaining to the eligibility functions of the agency; to interpret agency policies and philosophy to clients; to follow instructions and work independently; to prepare brief, concise, complete and accurate reports; to maintain pertinent files and records, and to work cooperatively with agency staff.
4. Appointee may be required to possess a valid New Jersey Driver's License as a condition of continued employment.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

E.S.
1-22-74

SEARCHED
SERIALIZED
INDEXED
FILED

INCOME MAINTENANCE TECHNICIAN

DEFINITION: Under direct supervision of an Income Maintenance Supervisor, while receiving continuous in-service training, performs a variety of tasks of a technical financial nature related to eligibility determination, validation of initial public assistance applications and redetermination of eligibility for financial assistance; performs assigned responsibilities directed toward the determination of entitlement for financial aid, computation of applicant's budget, and verification of eligibility; may supervise a group of Income Maintenance Aides; does related work as required.

EXAMPLES OF WORK: Under direct supervision and continuous in-service training, analyzes information on simplified forms and applications for financial assistance for completeness, consistency and accuracy; performs field investigations, verifies applicant information and data required for authorization emergencies; discusses and assists in resolving difficult eligibility problems with the designated supervisor; assists persons when applying for financial, medical assistance or food stamps in understanding their responsibilities in completing the application forms upon which eligibility decisions are primarily based, and in securing supporting data; provides information about assistance payments by letter, telephone, or interview to applicants and others in the office, home or institution to clarify conditions of eligibility; performs arithmetic operations and makes reports and/or carries out a prescribed action in relation to them; participates in fair hearings as assigned; plans and organizes work in accordance with assigned responsibilities; keeps records and furnishes reports as may be necessary; refers applicants to social service component when necessary.

REQUIREMENTS:

1. Satisfactory completion of at least 60 college level credits at an accredited college or university.

or

Two years of experience in determining eligibility for cash awards or benefits in an agency such as the Social Security Administration, Veteran's Administration or other similar agency or organization.

NOTE: Satisfactory completion of 30 college level credits may be substituted for one year of the required work experience.

2. Thorough knowledge of sources and methods of obtaining information regarding finances, property ownership and financial resources and of the problems of economically and culturally disadvantaged persons.

3. Ability to establish and maintain cooperative and courteous relationships with clients, businessmen, employers and others; to advise clients on financial matters pertaining to the eligibility functions of the agency; to interpret agency policies and philosophy to client; to follow instructions and work independently; to prepare brief, concise, complete and accurate reports; to maintain pertinent files and records, and to work cooperatively with agency staff.

PUBLIC WELFARE TRAINEE

DEFINITION: Under direct supervision of a designated person of the social service, financial eligibility, or training staff in a County Welfare Board, while receiving continuous formal and in-service training, performs duties on a para-professional level involving the rendering of certain basic welfare tasks in behalf of welfare clients in connection with welfare allotments and the social service practices that pertain thereto; does related work as required.

EXAMPLES OF WORK: Under direct supervision, receives continuous training and assists in the delivery of services including but not limited to the providing of information to welfare clients in relation to welfare regulations regarding eligibility requirements; informs individuals and families of available community resources; reports observations of family and individual situations to the appropriate supervisor; provides information about agency programs as directed; assists and provides transportation for clients where such services are needed to effect social or economic rehabilitation; may be required to provide temporary attendant supervision while the client is receiving medical or social rehabilitation services; keeps a log of contacts with clients and others; assists in maintaining open channels of communication between the community and the welfare agency; helps to provide the agency with information regarding possible needs, resources and problems of the neighborhood, based on first-hand observation; helps clients to utilize the services of the welfare agency.

REQUIREMENTS:

1. Ability to read, write, speak and understand English sufficiently to perform the duties of this position.
2. Some knowledge of the problems of economically and culturally disadvantaged persons.
3. Ability to establish relationships of mutual trust and respect with clients, especially with disadvantaged people of varying ethnic and social backgrounds; to learn agency procedures and community resources; to understand, remember and carry out oral and written instructions and to work cooperatively with agency staff.
4. Appointees may be required to possess a valid New Jersey Driver's License as a condition of continued employment.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

NOTE: Upon successful completion of the Trainee Program and with the approval of the Agency and the Department of Civil Service, trainees will be eligible for promotion to the position of Income Maintenance Aide or Social Service Aide under Civil Service procedures. Failure to successfully complete the Trainee Program within 18 months will result in termination of employment.

This position may only be used by those County Welfare Boards that have Training programs in effect for eligible candidates and have so indicated to the Department of Civil Service.

E.S.
1-22-74

JUN 14 1974

