

DIRECTOR OF VETERAN'S ASSISTANCE - SOCIAL SERVICES

GENERAL STATEMENT OF DUTIES: Directs the Veterans Assistance Program of the Department of Social Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of an Assistant Commissioner, an incumbent of this position is responsible for providing consultant services on veteran matters to all units in the Department of Social Services. In addition, this position is responsible for duties relating to services and benefits provided for veterans. Supervision may be exercised over the work of a small number of professional and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Confers periodically with field operations staff on Veterans Benefits and related matters;

Consults regularly with Veterans agencies and Administration Offices in order to keep abreast of veterans affairs;

Performs departmental services on residence questions and controls in implementing requirements on charge-back and State Charge cases;

Assists in the compilation of materials and information related to veteran assistance research projects;

Assists in the Civil Defense Program of the Department of Social Services;

Prepares periodic reports as assigned;

Directs the department's efforts in maximizing Veteran's Benefits for public assistance and Medicaid applicants and recipients;

Supervises the work flow and evaluates the performance of assigned staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Federal and State laws relating to veterans affairs and benefits; knowledge of resources available to veterans and their families; ability to work effectively with others; ability to prepare a clear and concise report; resourcefulness; initiative; good judgment; emotional stability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma and a combination of five years satisfactory experience within the last ten years in one or more of the following areas; (a) as a duly constituted Service Officer in an active post, camp or garrison of a Veterans Organization; or (b) as a Veterans Counselor or Veteran Service Officer of Federal, State or Local government; or (c) as a field representative or Home Service Case Worker of the American Red Cross; or (d) as a Case Worker in Veterans Assistance or other public welfare work in a public welfare agency; or (e) graduation from a recognized college or university with a Bachelor's Degree* and two years of the experience indicated above; or (f) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) through (e).

NOTE: Candidates who are veterans are desired for this position although such status is not a requirement.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.