

PROGRAM COORDINATOR (RESOURCES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for the Resource Program in the Department of Social Services. Primary responsibilities involve the proper evaluation of client's assets and arrangement for the action or method necessary for the conservation, assignment or liquidation of such assets. Duties also include the formulation, implementation and monitoring of policies and procedures necessary for the achievement of the Resource Program's objectives consistent with applicable provisions of Social Service Law while ensuring their effective integration with other programs of the Department. Supervision is exercised over a number of subordinate professional, support and clerical personnel. Technical advice and assistance is provided to other professional administrative staff of the department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises resource staff and advises examiners, social caseworkers, supervisors and managers on use and disposition of property and other resources;

Interprets Local, State and Federal resource policies to staff and community agencies;

Interprets principles of resource conservation and liquidation to examiner and casework staff;

Handles problems of assignment of property and other client resources;

Makes recoveries of assets held by recipients;

Monitors legal developments in client personal injury suits to maximize recoveries;

Negotiates and files liens against estates of decedents for assistance paid;

Participates in negotiating payments available to the department from Medicaid cases affected by Supplemental Needs Trusts legislation;

Maintains records as required by the resource program;

Arranges for public burials of Westchester County's indigent;

Arranges for the collection of benefits due children in the custody of the Commissioner of Social Services from federal government agencies;

Determines the value of personal property, stocks, bond, etc. and arranges liquidation;

Takes mortgages, assignments of mortgages, assignments in sale of property own by recipients;

Arranges adjustment of life insurance and liquidation at death;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Maintains hospital and health policies of recipients by paying premiums as due;

Files liens and assignments in personal injury suits due to accident;

Files claims against estates of decedents for assistance paid;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of laws governing Social Services and the procedures involved in ascertaining and utilizing the assets of clients; thorough knowledge of the rules, regulations and procedures of the Department of Social Services; good knowledge of the financial risks and credit investigation methods; knowledge of available markets and methods for the liquidation of real and personal property; ability to understand and interpret Social Services law, rules, regulations and procedures regarding resource program; ability to communicate effectively both orally and in writing; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good judgement; accuracy; resourcefulness; initiative; tact; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years of analytical, technical, or investigative experience involving real estate, insurance, or finance.

SUBSTITUTIONS: A Bachelor's Degree* in Finance, Economics, Business Administration or a closely related field may be substituted for one year of the experience above. Satisfactory completion of 30 credits* towards a Master's Degree* may also be substituted on a year for year basis for one year of the experience.

*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 Department of Education as a post-secondary, degree-granting institution

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Job Class Code: C0877
Job Group: XIII