

WELFARE SUPERVISOR

KIND OF WORK

Managerial welfare program administration.

NATURE AND PURPOSE

An employee in this class is responsible for the supervision and administration of a state welfare program or subdivision. Responsibilities include developing policies and procedures with statewide impact, as well as, supervision of professional and support staff, advising and consulting with welfare division directors, development of staff policies and procedures and accountability for unit objectives. Administrative supervision is provided by welfare program director or higher level administrator.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops and administers a staff development program so that orientation, skills, knowledge, and educational training is provided to central office and institutional staff.

Plans, conducts, and evaluates efficiency and effectiveness reviews of the administration of food stamp operations and county welfare departments so that evaluations can be made and appropriate reports prepared.

Assists and advises county welfare departments in establishing and administering Minnesota Plans for Social Services so that county agencies are in compliance with state statutes and regulations.

Assists and advises state hospitals and nursing homes in the provision of quality service so that compliance with state or federal license and certification standards are met.

Develops, implements, and maintains an ongoing process to monitor the social service delivery system so that effectiveness and efficiency of social services provided or purchased by county welfare departments can be evaluated.

Reviews, evaluates, and monitors county welfare department administration of state or federal income maintenance and medical assistance programs so that there is compliance of all state and federal statutes and regulations.

Develops, coordinates, and supervises county administered self-support programs so that employable public assistance recipients receive rehabilitation, job training, and employment.

Supervises special services to the Department of Public Welfare including library services, policy issuance, forms management, office services, and systems and organization analysis so that these special services provide support to the department.

Coordinates with the United States Department of Agriculture regional and district offices so that the Minnesota Department of Welfare operates the food stamp program within federal guidelines.

Coordinates, reviews, and evaluates specialized assistance programs so that these services and programs are available to state residents.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles of public welfare administration and social work technics and procedures.

Thorough knowledge of federal and state laws pertaining to state welfare programs.

Considerable knowledge of the functions and resources of other private, locals, state, and federal agencies.

Considerable knowledge of the functions, policies, and procedures of federal welfare agencies and their participation in state welfare programs.

Knowledge of social conditions in local areas.

Some knowledge of court procedures.

Ability to:

Ability to establish and maintain effective relations with local welfare boards and staffs and other local officials.

Ability to initiate and give effect to policies and procedures.

Ability to direct the work of a professional staff.

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Rev.: 9/20/50

T.C.: 9/12/72
Former Title(s): Welfare
Executive II