



Town of Tamworth, New Hampshire

**84 Main Street
Tamworth, NH 03886
(603) 323-7525
(603) 323-2349 (fax)**

Position Title:	Welfare Director (Part-time)
Hours:	As needed basis
Pay:	Non - Exempt - Hourly

JOB SUMMARY

Administers the Town of Tamworth welfare program. Follows policies, rules, and regulations for welfare administration. Conducts interviews, processes applications, determines assistance eligibility, and performs any needed follow-up with welfare applicants.

SUPERVISION EXERCISED

No supervision is exercised. Works under the supervision of the Board of Selectmen. Work is performed independently using own office experience and technical judgment.

DUTIES AND RESPONSIBILITIES

1. Administration of town welfare program. Interpret and apply federal and state statutes, local ordinances and by-laws, and the rules, regulations and policies associated with them.
2. Interview clients. Investigate, research, and verify application information to determine eligibility of clients. Make home visits when required; respond to emergency calls for assistance.
3. Ability to handle multiple tasks.
4. Perform detailed work accurately with numerical data and make arithmetic computations rapidly and easily.
5. Administer assistance collection program.
6. Develop and maintain effective working relationships with public and private organizations, elected and appointed officials, town departments and employees, clients, and the public.
7. Provide information and referral services to clients. Contact vendors and service providers.
8. Prepare accurate and detailed case reports, routine, cyclical, and special reports associated with department activities.
9. Monitor trends and makes recommendations regarding the duties and operations of the Welfare Department.
10. Respond to inquiries from the public, public and private organizations regarding the full range of activities and responsibilities of the Welfare Office.
11. Maintain familiarity with and execute safe work procedures associated with assigned work. Perform other related duties as required.
12. Maintain strict confidentiality with applicants and welfare records.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

Demonstrated oral and written communications skills. Operational knowledge of computer hardware and software. Ability to plan organize and implement programs, direct the activities of other people, keep detailed and accurate records. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with service problems courteously and tactfully. Demonstrated ability in interviewing and performing simple counseling and dealing effectively with clients, other departments, private and public organizations, elected and appointed officials, and the public. Thorough knowledge of town ordinances, and state and federal laws governing welfare programs; knowledge of private and public resources available for clients.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS

High School Diploma or GED. College level work preferred in Social Sciences OR any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities. Upon employment, employee will be required to attend appropriate training.

OTHER CONSIDERATIONS AND REQUIREMENTS

Many laws, ordinances, rules, regulations, and procedures govern the functions of this position. May need to be available outside normal business hours in order to respond to welfare emergencies. Employee will be subjected to a criminal background checks before employment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time; stand, stoop, bend, and ascend and descend stairs; constant use hands to finger, handle, and feel objects; frequent reaching with hands and arms; and regular lifting and/or movement of 25 pounds or less. Bloodborne pathogen classification III.

Signed:

Date:

Chair, William W. Farnum

Selectman, Kelly J. Goodson

Selectman, Rebecca Mason

Selectman, Aaron Ricker

Selectman, Melanie Streeter