



BROWN COUNTY

25 Market St.
Aberdeen, SD 57401

COMMISSION/HR
(605) 626-7115
FAX (605) 626-4010
www.brown.sd.us

FULL TIME POSITION

JOB DESCRIPTION – WELFARE DIRECTOR

POSITION TITLE: **WELFARE DIRECTOR**

DEPARTMENT: Welfare Office - consisting of the Brown County Welfare Director and 1 full-time employee.

GENERAL DEFINITION OF WORK:

- Works with the Board of Commissioners to establish policies and programs, as well as in defining the scope of services to be rendered within legislative regulations.
- Determines eligibility based on South Dakota Codified Laws and County guidelines.
- Administers agency policies and programs.
- Maintains generalized knowledge of Medicaid rates and allowable services.
- Verifies each bill to ensure accuracy and completion.
- Locates CPT code pricing.
- Tracks potential third party reimbursements and pending Social Security claims.
- Prepares and presents the annual budget.
- Performs various public relations tasks, including establishing and maintaining relationships with other agencies and organizations within the community.
- Speaks to the public – which includes media, legislative committees, general public regarding matters of Welfare
- Counsels clients by assessing individual client's needs.
- Develops plans to meet the needs of clients.
- Provides information concerning other supportive services for the client.
- Refers clients to the appropriate agencies.
- Knowledge of policy and procedures of the County Catastrophic Poor Review Board.
- Responsible for preparing and maintaining professional case records for each person.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Responsible for the overall direction, coordination, and evaluation of this department.
- Directly supervises on non-supervisory employee in accordance with the organization's policies and applicable laws.

- Responsible for planning, assigning and directing work; appraising performance; rewarding and discipline employees; addressing complaints and resolving problems. Develop and implement departmental goals and objectives.
- Individual must be able to perform each essential duty satisfactorily.
- Develop and maintain effective working relationships with the Board of Commissioners, staff and the general public.
- Establish and maintain accurate records of assigned activities and operations.

MINIMUM QUALIFICATIONS:

Associate's degree (A.A.) or equivalent from two year college or technical school; or six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one settings and small group situations.

Ability to perform basic mathematical functions including calculating figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume and apply concepts of basic algebra.

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to possess or be able to obtain a valid SD driver's license.

PHYSICAL REQUIREMENTS:

- Periodic travel may be necessary.
- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds without major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Light Work: Exerts up to 50 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.

BROWN COUNTY WELFARE DIRECTOR POSITION

Brown County is seeking a responsible individual for the full-time position of Welfare Director. Job description and minimum qualifications for appointment can be found at www.brown.sd.us or at the Human Resources Department. Salary is DOE. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., January 05, 2018 to Brown County Commission Asst. /HR Office, 25 Market St., Aberdeen, South Dakota, 57401, (phone (605)-626-7115, fax (605) 626-4010, email Gary.Vetter@browncounty.sd.gov. Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.