

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101-1932

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CITY WEBSITE: www.ManchesterNH.gov



WELFARE SPECIALIST I

(Announcement No. R-053-14)

Grade 16

Starting Salary: \$39,907 yearly – extensive benefits package

Exempt

THE JOB:

Under general supervision, determines client eligibility for emergency and on-going welfare assistance; assesses long term needs and works collaboratively to establish a plan for self-sufficiency. You will refer your clients to Federal, State, and non-profit agencies when appropriate. Performs related duties.

MINIMUM

QUALIFICATIONS:

Bachelor's Degree in related social science field and 2 years experience in social service programs; or an equivalent combination of training and experience. MS Office, Access, Excel, Word, as well as data base operations are also required.

NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodations, as determined by passing medical exam, including alcohol and drug tests and a comprehensive background check.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OFFICE HOURS:

Monday through Friday, 8:00 AM to 5:00 PM

OPENING DATE:

October 19, 2014

CLOSING DATE: October 31, 2014

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST