

Benefits Eligibility and Referral Social Worker (A/B)

Ben Elig & Refer Soc Wrk (A/B)

Agency Name: Dept. of Transitional Assistance
 Official Title: Ben Elig & Refer Soc Wrk (A/B)
 Functional Title: Benefits Eligibility and Referral Social Worker (A/B)
 Occupational Group: Social Service
 Position Type: Civil Service
 Full-Time or Part-Time: Full-Time
 Salary Range: \$39,104.52 to \$53,254.50 Annually
 Bargaining Unit: 08
 Shift: Day
 Confidential: No
 Number Of Vacancies: 50
 City/Town: Statewide
 Region: N/A
 Facility Location: Boston Region: Dudley Square (Roxbury), Newmarket Square (Boston)
 Application Deadline: 06-30-2010
 Apply Online: No
 Posting ID: J20236

This position is funded from the Commonwealth's annual operating budget.

Duties:

Under the supervision of Benefit Eligibility & Referral Social Workers of a higher grade or other employees of higher grade:

Determines initial and ongoing eligibility for transitional assistance programs and employment services.

Conducts interactive interviews employing the Agency's PC based eligibility system.

Obtains and verifies client information.

Calculates accurate benefit levels.

Performs all tasks related to case maintenance and case management, including referrals to other state agencies, health care providers and other sources as necessary.

Prepares and delivers explanations of eligibility decisions.

Issues appropriate authorizations.

Provides guidance, resources and placement assistance.

Evaluates and monitors client cases to ensure compliance with applicable rules and regulations.

Delivers those services required to assist individuals and families transition to work.

Responsible to perform related duties as required.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS:

REQUIRED WORK EXPERIENCE: At least two years of full-time, or equivalent part-time, professional or paraprofessional experience in social work or social casework, claims adjudication, job placement, recruitment, employment counseling, vocational or rehabilitation counseling, credit investigation, educational counseling, legal advocacy, or legal counseling.

SUBSTITUTIONS:

- A Bachelor's or higher degree may be substituted for the required experience on the basis of two years of education for one year of experience.

- One year of education equals 30 semester hours. Education toward a degree will be prorated on the basis of the proportion of the requirements actually completed.

LICENSES: Based on assignment, travel may be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

Preferred Qualifications:

Agency Web Address:

<http://www.mass.gov/dta>

Diversity Officer:

Ms. Lorraine Woodson, (617) 348-5964

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.



DEPARTMENT OF TRANSITIONAL ASSISTANCE

About DTA January 2010

Who We Are

The mission of the Department of Transitional Assistance (DTA) is to assist low-income individuals and families to meet their basic needs, increase their incomes, and improve their quality of life. Located within the Executive Office of Health and Human Services, the Department ensures that the emergency and transitional needs of the individuals and families of the Commonwealth are met through a combination of federal- and state-funded programs. Massachusetts has a comprehensive system of programs and supports to provide to individuals and families in need in order to achieve greater economic self-sufficiency.

What We Do

DTA serves one out of every nine people in the Commonwealth - including working families, children, elders, and people with disabilities. With our support, our clients are given the tools to improve their economic self-sufficiency.

Food and Nutritional Assistance

The Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps, provides critical nutritional support to low-income households in the Commonwealth by helping families and individuals to buy healthy food. The program serves as the first line of defense against hunger.

Eligibility for SNAP benefits depends on the number of people in the household and the household's total income. Other expenses, such as dependent care costs, medical deductions, earned income deduction, child support and some shelter costs are also considered in determining benefits. The members of the SNAP household must also be U.S. citizens or legal noncitizens.

To apply, visit www.mass.gov/dta, call 1-866-950-FOOD, or contact your local DTA office.

Cash Assistance

Transitional Aid to Families with Dependent Children (TAFDC) is a state and federally funded program, which provides cash assistance to families with children and pregnant women in the last 120 days of pregnancy, with little or no assets or income. It is operated under the federal Temporary Assistance for Needy Families (TANF) block grant.

Participants receive child care and transportation support associated with job assistance and can access a number of supportive referrals to substance abuse and mental health services, and domestic violence specialists.

In addition, DTA administers the Emergency Aid to the Elderly, Disabled, and Children (EAEDC) program, which is state funded and provides cash assistance to those in need to stabilize their lives. Recipients meet eligibility criteria including:

- Unable to work due to a physical or mental incapacity which has lasted or will last at least 60 days; or
- Over 65 years old and waiting for Supplemental Security Income (SSI) payments to begin; or
- Caring for a child living in the home and not related to the individual; or
- Participating in a Massachusetts Rehabilitation Commission program; or
- Required to be in the home to care for an incapacitated individual who would otherwise have to be institutionalized.

To apply for cash assistance, contact your local DTA office or call the Application Information Unit at 1-800-249-2007.

Employment Supports

The Employment Services Program (ESP) is a joint federal- and state-funded program administered by DTA. The primary goal is to assist TAFDC clients in finding jobs, resolving barriers to employment and providing a way to self-sufficiency. ESP is an employment-oriented program that is structured within the following six areas:

- Employment Ready
- Employment Training and Education
- Employment Supports
- Enhanced Employment Supports
- Young Parents Program (YPP)
- Community Service

Legislative Contact

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