

# Financial Assistance Supervisor II

Dept/Div: HHS

FLSA Status: *Exempt*

## General Definition of Work

Performs difficult professional work directing the activities of the human services programs of the County, and related work as apparent or assigned. Work is performed under the general direction of the Health and Human Services Director. Divisional supervision is exercised over all personnel within the division.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Supervises Income Maintenance and Fraud investigation, with numerous programs and duties within each and all duties related to these units; develops, implements and manages budgets
- Assists department director in developing plans, goals, objectives and strategies to improve operations and meet program requirements. Presents program/policy information to the County Board of Commissioners.
- Develops unit policy and practices to meet program requirements; coordinates procedures and integrates services with other county and state department, contracted vendors and the public.
- Completes and administers the Minnesota Family Investment Program (MFIP) Consolidated Fund, MFIP Biennial Service Agreement, Health Care Access Services Biennial Plan, Innovations Fund Agreement, Biennial Pine County/Tribal Child Care Plan; administers the Regional Fraud Prevention Investigation Agreement/Grant, and monitor the Tribal Employment Programs between the MN Chippewa Tribe and Pine County.
- Creates and administers numerous contracts and policies for the Department of Human Services (DHS) such as Burial Emergency Assistance, Emergency General Assistance, Random Drug Testing, Fraud Prevention Investigation, etc.
- Administers all activity with the Employment Service Provider, including contracts for family cash programs and SNAP (Supplemental Nutrition Assistance Program).
- Security Liaison and Training Coordinator between Pine County and DHS.
- Registers and processes ongoing reviews for all Child Care Assistance providers.
- Determines eligibility for child support good cause requests and MFIP extension and reviews annually as needed.
- Handles agency inquiries and complaints from all sources.

## Knowledge, Skills and Abilities

Thorough knowledge of the principles, methods, techniques and practices of public assistance; thorough knowledge of supervisory principles and practices; thorough knowledge of forms, documents and procedures in determining eligibility; general knowledge of human behavior and current social problems; general knowledge of the legal practices related to fraud investigations; ability to analyze facts and to exercise sound judgment in arriving at conclusions; ability to delegate authority and to plan, train and supervise technical work; ability to prepare clear and concise reports; ability to communicate complex ideas effectively, orally and in writing; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with clients, associates and the general public.

## Education and Experience

Associates/Technical degree with coursework in social work, psychology, sociology, business, or related field and moderate experience, or equivalent combination of education and experience.

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## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Merit System Eligible

Within six months:

- Data Practice and Security Training

- HIPAA

- Civil Rights Training

- Security of IRS Information

- Training for all DHS programs and systems used to perform work

Valid driver's license.