



# Town of Middleton

182 Kings Highway Middleton, New Hampshire 03887

## Welfare Director (Part-Time) — Town of Middleton, NH

### About the position

The Town of Middleton is accepting applications for the appointed, part-time position of Welfare Director. The role requires approximately 8–10 hours per week, with occasional additional hours as client needs require. The Director is responsible for administering the Town's general assistance and welfare program in accordance with NH RSA 165 and the Town's adopted General Assistance Guidelines.

Familiarity with NH RSA 165 is preferred; training will be provided. The Town is seeking a candidate with a proven record of outstanding job performance who can work independently while also being a team player. The ideal candidate will have three years of experience in social services or a related field.

**Supervision received:** Work is performed with considerable independence, in accordance with NH RSA 165, under the general policy direction of the Board of Selectmen.

**Supervision exercised:** This position has no supervisory responsibilities.

### Essential functions

Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.

- Performs applicant intake through interviews and review of applications for assistance.
- Assesses client needs and eligibility using the standards established by statute and the Town's General Assistance Guidelines.
- Conducts home visits, as necessary, to determine client needs.
- Establishes and maintains effective working relationships with public and private organizations throughout the state that can support and extend the Town's ability to provide assistance to clients.
- Establishes and maintains a database of the services and resources provided by other public and private agencies; refers clients to these agencies when appropriate.
- Establishes and maintains confidential client records and files containing welfare applications, payment records, reimbursement records, property liens and releases, and other client contacts.
- Prepares, files, and executes correspondence and documentation for welfare liens on client property, when appropriate.
- Prepares and presents routine, cyclical, and special reports to the Town and to state and federal agencies in a timely manner.



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- Develops the department's annual budget proposal; submits and presents it to the Board of Selectmen; monitors resources and expenditures throughout the year; and manages spending so that minimal, if any, transfer of additional funds is required.
- Acts as a social services resource for town departments, the community, and public and private organizations.
- Responds to urgent or after-hours requests for assistance, as needed.
- Attends training to maintain current knowledge of RSA 165 and general assistance practice.
- Performs other related duties as assigned.

## **Knowledge, skills and abilities**

- Ability to listen, observe, and gather information from written, verbal, and non-verbal communication and other sources in order to identify and respond to client needs.
- Strong written and verbal communication skills.
- Ability to interpret and apply rules, regulations, and statutes.
- Ability to maintain confidentiality and to keep concise and accurate records.
- Working knowledge of basic computer applications (word processing, spreadsheets, email).
- Valid driver's license and access to reliable transportation for home visits.

## **Minimum qualifications**

Graduation from a recognized college or university with an Associate degree or higher in social work, public administration, or a related field, and three years of experience in social services or a related field; or any equivalent combination of education and experience that demonstrates the required knowledge, skills, and abilities. Must successfully complete a background check.

## **Physical demands and work environment**

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

The position requires talking, hearing, and sight, including close vision and the ability to adjust focus. The Director must be able to sit for extensive periods, stand frequently, use hands to handle objects and controls, reach, bend, and lift or move up to 25 pounds.

Work is primarily performed in an office setting, and home visits are periodically required. The employee is frequently exposed to mental stress and occasional verbal abuse or threats due to the nature of the public service provided.



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## **Compensation**

The current compensation is a monthly stipend of \$400, plus a monthly cell phone stipend of \$40. Work hours are flexible and vary based on client need.

## **How to apply**

Submit a letter of interest, résumé, and statement of qualifications to:

Town of Middleton Attn: Board of Selectmen, 182 Kings Highway Middleton, NH 03887

Or email [bos@middletonnh.gov](mailto:bos@middletonnh.gov). Questions may be directed to (603) 473-2261.

Applications will be accepted until the position is filled. The Town of Middleton is an Equal Opportunity Employer.