

RESOURCE CONSULTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing the resource program of the agency. The incumbent assists in formulating and carries out resource policies and procedures in identifying and securing equities in real or personal property of recipients. The work is performed under general supervision with leeway allowed for the use of independent judgment for carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Investigates clients' resources and advises social workers on use or disposition of property and other resources; Interprets local, state and federal resource policies to staff and to community agencies; Interprets principles of resource conservation and liquidation to social services staff; Handles problems of assignment of property and other client resources; Recommends property repairs and plans for property management; Makes recoveries of assets held by recipients; Maintains records as required by the resource program; Prepares and files mortgages, assignments and notices of lein and other documents under supervision of an attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ACTIVITIES AND PERSONAL CHARACTERISTICS: Working knowledge of insurance, real estate and business procedures; Working knowledge of New York State Social Services Law, especially provisions relating to Social Services client resources; Ability to work out detailed plans for utilization of real and personal property; Sound judgment; Initiative; Resourcefulness; Ability to prepare written reports; Ability to establish and maintain successful relationships with people; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

A. (1) Successful completion of a minimum of 60 credit hours at a regionally accredited or New York State registered college or university and (2) two years of experience involving title searching, life insurance, investigating mortgages from a credit or security perspective, collections experience, law office experience or insurance and financial risks generally, or similar work; OR

B. Four years of experience as defined in (A).

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Revised 11/16/98; 9/14/07; 6/17/16