

INCOME MAINTENANCE PROGRAM ADVISOR

KIND OF WORK

Advanced professional work in administering income maintenance programs in public welfare.

NATURE AND PURPOSE

An employee in this class serves as a senior resource person for a statewide program; as part of a team responsible for all phases of program planning, delivery and evaluation; or as a management support specialist. Responsibility may extend to lead work over lower level professional employees. The incumbent is responsible for the more difficult issues and/or phases of income maintenance management. Work review is based on results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Serves as coordinator of a specific program with statewide scope.

Interprets policy for use by county, state and federal staff as well as to inform citizens of their rights and responsibilities.

Plans, develops, installs and monitors program modifications.

Establishes and maintains reporting systems to evaluate program effectiveness.

Develops, defines and delivers training on policy to county welfare staff.

Conducts detailed and complex studies of the implementation and effectiveness of large and technical welfare programs to ensure legislative goals are achieved.

Directs the work of other employees, as necessary.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough understanding of the legislation, rule and operational management of welfare programs.

Thorough understanding of the roles and relationships of county, state and federal welfare agencies.

Thorough knowledge of the principles of planning and development for income maintenance programs.

Considerable knowledge of the principles of staff development.

Considerable knowledge of evaluation and/or investigative reporting techniques.

Working knowledge of other human services programs in order to establish multiple service delivery packages.

Working knowledge of the legislative process.

Working knowledge of local labor market conditions.

Ability to:

Ability to interpret program policy.

Ability to develop effective public relations strategies in order to work with government and private sector interests.

Ability to communicate effectively in oral and written forms.

This is a high level "individual contributor" in income maintenance program administration. The Income Maintenance Program Advisor (IMP-Ad) may be the only person responsible for the development and ongoing technical assistance of a statewide program; may participate as part of a team of planners/implementors/evaluators of a program requiring integration of multiple systems (as with the IV-D program staff and the courts); or as specialist applying standardized principles of a recognizes profession to set the complex standards of program operations. Responsibility may include work directions (non-supervisory) of lower-level employees of the department.

IMP-Ad jobs are characterized by substantial freedom of action with the assignment to interpret program policy as opposed to the "application" of policy found at the Representative level.

The thinking environment for these jobs is open with the employees determining the most effective methods to be used.

Est.: 09/82
Rev.:
Ckd.: 11/92

T.C.:
Former Title(s):