

DATE: November 21, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is not a competitive class position.)

FROM: Susan Koppenhaver, Director, Office for the Aging
1003 Development Court, Kingston, NY 12401



JOB VACANCY: Homemaker Aide / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$18.92 / hour (Grade 4)

FILL DATE: December 16, 2025

DISTINGUISHING FEATURES OF THE CLASS: The work entails providing PCA (Personal Care Aide) Level I services to residents of Ulster County who are clients of Office for the Aging (OFA). Incumbents perform personal care and other related supportive services for clients in accordance with each client's care plan as determined by OFA case management and as agreed to by the client. The work is performed according to general instructions and under general supervision of a higher level employee. Supervision is not a function of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to understand and carry out oral and written instructions; ability to perform various homemaking tasks; ability to establish and maintain satisfactory relationships with clients; ability to accept and utilize guidance; emotional and mental maturity; resourcefulness; dependability; tact and patience.

MINIMUM QUALIFICATIONS: None.

Special Requirement: At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

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