

DATE: June 29, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)

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

JOB VACANCY: Case Manager Trainee / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Rescre Cntr

SALARY: \$31.06 / hour (Grade 13)

FILL DATE: July 21, 2026



DISTINGUISHING FEATURES OF THE CLASS: This is a one year traineeship designed to provide the essential knowledges and skills necessary for carrying out duties related to case management and the delivery of human services to adults and families within Ulster County. Case management activities are aimed at linking the client to the service system available and coordinating the various services to achieve a successful outcome. The objective of case management is continuity of care and service to clients. The work is performed under the direct supervision of a higher-level employee with progressive leeway allowed for the exercise of independent judgment as training progresses. Administrative supervision is received from assigned senior staff. Supervision over the work of others is not normally a function of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the modern principles and practices of social case management; working knowledge of all federal, state and local laws and programs as they relate to the delivery of human services; working knowledge of available community facilities and resources; ability to maintain records and prepare narrative reports, statistical reports and general correspondence; ability to identify positively with people; ability to relate to a potentially difficult client population; ability to establish and maintain an effective working relationship with agency staff; ability to function well under stress and in emergencies; ability to receive and benefit from in-service training; sound professional judgment; initiative; tact.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's or higher level degree which included or was supplemented by twelve (12) semester credit hours in psychology, sociology, one of the behavior sciences or a related field.

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

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

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.