

DATE: August 3, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

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

JOB VACANCY: Caseworker / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Rescre Cntr

SALARY: \$32.90 / hour (Grade 14)

FILL DATE: August 24, 2026



DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of participating in the delivery of human services to children, adults and families as applicable within the Department of Social Services, Coordinated Children's Programs or the Office for the Aging. An incumbent is responsible for the case management of clients that may be rendered in the form of undercare and care planning and through the administration of a designated program as applicable to the department. Work is performed under the direct supervision of a higher level employee allowing for some leeway in making independent judgements related to the delivery of services. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of social case management; good knowledge of 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 identify positively with people; ability to relate to a potentially difficult client population; good organizational skills; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a bachelor's degree from a regionally accredited or New York State registered college or university and successful completion of a one year caseworker trainee program.

Special Requirement: At time of appointment, and through out 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.