



**DATE:** May 26, 2023

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

**FROM:** Michael Iapoco, Commissioner of Social Services  
1061 Development Court, Kingston, NY 12401

**JOB VACANCY:** Case Supervisor Grade B / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Business Resource Center

**SALARY:** \$35.21 / hour (Grade 16A)

**FILL DATE:** June 19, 2023  
(When such a vacancy is announced, employees who wish to be considered shall be allowed to file appropriate notice within ten (10) working days **following** the announcement of the vacancy.)

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs professional social services functions which involves responsibility for supervising the activities of Caseworkers and Senior Caseworkers administering social services in specific areas or programs. Where the Case Supervisor is the principal supervising social workers, they are responsible for standards of Social Services in accordance with agency policy and for recommending Social Services policies and procedures. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern principles and practices of social casework and social group work and the ability to apply these in the performance of duties; good knowledge of Federal, State and local Social Services laws and programs; good knowledge of techniques of case recording; ability to plan and direct the work of others; ability to prepare clear and accurate records and reports; ability to establish and maintain successful relationships with people; ability to interpret the work of the agency; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; sensitivity to the reaction of others; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

A. Possession of a Master's Degree in Social Work from a regionally accredited or New York State registered college or university and two (2) years of full-time paid experience in social work with a public or private social agency adhering to acceptable standards, one year of which must have been in a supervisory capacity; **OR**

B. Possession of a bachelor's degree from a regionally accredited or New York State registered college or university with a minimum of thirty (30) semester credit hours in the behavioral sciences and three (3) years of full-time paid experience in social work with a public or private social agency adhering to acceptable standards, one year of which must have been in a supervisory capacity.

**Note:** For the purpose of this position, behavior sciences would include courses in such areas as psychology, sociology, social work and anthropology.

**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. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

**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.