



DATE: March 19, 2024

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

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

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

LOCATION: Business Resrce Cntr

SALARY: \$20.91 / hour (Grade 7)

FILL DATE: April 9, 2024

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of supportive service functions associated with the implementation and maintenance of various Social Services Programs. The purpose of the class is to relieve the professional staff of duties that can be performed at a less-skilled level. The work is carried out in accordance with well-established guidelines, and use of independent judgment is allowed only in routine matters. The work is normally performed under the direct supervision of the Unit Supervisor or Case Manager, as required. Supervision is not normally a function of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of interviewing techniques; good knowledge of service provided by the agency; ability to summarize pertinent facts and observations in narrative report form; ability to deal effectively and with objectivity with clients of diverse socio-economic backgrounds and culture; ability to follow oral and written directions; ability to work with complex systems; maturity; tact; resourcefulness; good organizational skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree;
OR
- B. Two (2) years of full-time paid work experience as a Community Services Aide within a Social Services agency; **OR**
- C. Two (2) years of full-time paid work experience in human services; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Special Requirement: Possession of a valid New York State Motor Vehicle Operator'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 Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

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.

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.