



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening

Aging Services Caseworker

Office for the Aging

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: \$25.82/hr with excellent benefit package ranging from \$8,855 - \$28,320 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. For full details on benefits the CSEA Admin Unit contract can be found at <http://www.schuylercounty.us/DocumentCenter/View/566/CSEA-Local1000-Admin-Unit-1-1-2020-to-12-31-2025?bidId=>

HOW TO APPLY: Applicants must submit a Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED. ***MUST SUBMIT PROOF OF DEGREE*****

VACANCY: At the present time, there is one full-time (35 hours/week) provisional opening in the Schuyler County Office for the Aging. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: The work involves responsibility for designing and implementing a program to assist older and/or disabled individuals of all ages to remain in and function effectively/safely within a non-institutional setting as well as working with informal/family caregivers. The focus of the work is on assisting clients with their economic, emotional, social, physical, environmental and caregiving challenges. The Aging Services Caseworker provides information, assistance, and counseling, as well as formulates and helps to carry out plans to meet the individual. The work is performed under the direct supervision of the Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assesses the needs of the individuals referred or making contact, provides Options Counseling, makes corresponding referrals, assists with applications and other needs as warranted, and prepares an appropriate care plan accordingly;
Makes home visits to individuals as needed for assessments, application assistance, and to

address other issues as identified;
Follows all guidelines for the EISEP, Caregiver and Home Delivered Meals programs regarding case management and service provision including, but not limited to, assessment procedures;
Uses computer database to collect, record, and document client information as required including completed assessments and services provided;
Refers, links to, and/or advocates on behalf of individuals with other community organizations;
Makes follow-up visits as required;
Reviews existing case records for available information for use in formulating a plan of care;
Works closely with other staff personnel in carrying out the plan for services;
Periodically reviews cases to determine change in the individual's situations affecting the need for services;
Provides casework counseling in a number of areas including available community services;
Participates in training required by NYS;
Assists Director with scheduling meetings, educational programs, and events for clients and staff;
Participates in meetings and task forces focused on the work of the agency within the community.

MINIMUM QUALIFICATIONS:

A Bachelor's degree (or higher) in human services, psychology, sociology, social work, gerontology, or closely related field.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: May 5, 2023