

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY FOR
THE FOLLOWING VACANCY:**

Department of Social Services
Casework Aide – Part Time
\$18.0611/hour
EOE

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position responsible for providing administrative support services to assist caseworkers. Individuals of this class assist the professional staff in helping the client group by direct and personal contact to meet emergencies and cope with stress situations, illness, or economic and social problems. The duties may also involve computer related clerical functions that assist the professional staff in processing case records. Work is performed under direct and close supervision from caseworkers, and other senior staff. Supervision of others is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Assist clients with completing their paperwork for new services such as public assistance, medical assistance, food stamps, heap or preventative services;
- Coordinate visitations between parents and children including contacting appropriate parties when there is a change in the court order regarding the visitation;
- Assist clients with housing needs as a liaison between client and caseworker by assisting the client with housing searches or accompanying clients to look at potential housing;
- Documentation of activities in required case note format;
- Assist clerical staff and caseworkers with filing and telephone coverage;
- Assist preventive services clients with following a budget and managing their finances;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Ability to establish effective working relationships with clients, children and co-workers; ability to operate a personal computer; ability to communicate effectively both orally and in writing; ability to organize and maintain accurate records and files; ability to follow oral and written directions; ability to aid clients with completion of required forms; ability to assist clients to meet their needs; ability to compile simple reports; maturity; tact; sensitivity; good judgment.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree or higher, OR;
- b) Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time experience or part-time equivalent working with the public.

SPECIAL REQUIREMENTS: A valid New York State driver's license and acceptable driving record is required at time of appointment and must be maintained during employment; or must be able to satisfy the travel requirements of the position throughout employment.

NOTE: 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.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com

Dated: January 1, 2024