

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Social Services

***Community Services Worker – Temporary
(Seasonal)***

\$14.1576/hour

DATED: April 28, 2021

LAST DAY FOR FILING: May 12, 2021

EOE

GENERAL STATEMENT OF DUTIES: Under supervision, assists staff members and clients by performing supportive services relating to determining financial eligibility for the various programs administered by the local department of social services district and providing some home management and childcare support; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position is designed to provide an opportunity for recipients and potential recipients of public assistance or other services to enter into meaningful employment and through training advance to the optimum level of their capabilities. The work involves responsibility for performing staff support services relating to determining financial eligibility and includes assisting families with general homemaking and childcare skills on an individual basis to families, including assisting the elderly to remain independent and safe. Duties are carried out under less direct supervision and with greater latitude for exercising independent judgment than allowed for as a Community Service Aide.

EXAMPLES OF WORK: (Illustrative only)

- Assists staff members, clients and families by performing supportive services relating to determining financial eligibility for the various programs administered by the Department of Social Services;
- Assists clients and families in following their planned budget when shopping, to include providing transportation when needed;
- Attend appointments with clients and/or families to assist them in providing all needed information to apply for services;
- Schedules follow up appointments and any other general duties to assist the client in successfully meeting their needs;
- Provides supervised visitation to children including planning for and providing feedback to the parents/caregivers;
- Documents the parent/caregiver interactions and testify in court regarding services provided and client's interactions upon request;
- Assists the elderly in the maintenance of their home including light cooking, laundering, marketing and running simple errands;
- Assists clients in areas of housing, employment, school attendance, recreation, money management, day care, and transportation;
- Assists clients in completing necessary forms, obtaining eligibility information, proof of births, deaths and marriages.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to establish and maintain cooperative, courteous and professional relationships with clients, agency staff and the general public; ability to understand and carry out written and oral instructions; knowledge of community resources and organizations; good judgment; initiative; flexible schedule.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (b) Two (2) years experience in a non-professional position supporting social services programs in a public or private agency.

CLASSIFICATION: Competitive

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