



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

DEPARTMENT OF SOCIAL SERVICES CASEWORK ASSISTANT – GRADE 07

Applications are now being accepted to fill Caseworker Assistant vacancies at the Department of Social Services. The work involves the performance of supportive service functions associated with the implementation and maintenance of social service programs within the Department of Social Services and outreach to clients of a routine nature. The work is carried out in accordance with well-established guidelines. The purpose of the class is to relieve the professional staff of duties that can be performed at a lower skill level. Work is performed under the general supervision of a Case Supervisor with specific direction and review of work by Social Caseworker. Some leeway is allowed for exercise of independent judgment in routine matters. Incumbents are responsible for the safe operation of a motor vehicle in the transport of passengers. Does related work as required.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class (or allocated to the non-competitive class in accordance with Section 55A of Civil Service Law) in the Department of Social Services and must have served continuously on a permanent basis for one (1) year in a grade 6 or lower competitive class position; or two (2) years of permanent, full-time non-competitive status in the title of Courier.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree; OR
- (B) Associate's Degree in Early Childhood Development and Care; Human Services; Humanities and Social Science; or Social Work; OR
- (C) Completion of thirty (30) credits and one (1) year of work experience in a public or private agency providing services to children, patients, or clients; OR
- (D) Graduation from high school or possession of high school equivalency diploma and two (2) years of experience as outlined in (C) above.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid driver's license;
- Ability to bend, lift, and carry 50 pounds while negotiating stairs.

STARTING SALARY:

New employees: \$24.9319/hr; \$51,858.35 annually (40-hour work week)
County Employees - As per CSEA contract for Grade 07

SEND APPLICATIONS TO:

Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924
Attn: Madeline Rispoli, Case Supervisor

Open announcement until positions are filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.
Or download directly here: [Application for Employment Application](#)

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www.orangecountygov.com

*NOTE: This title may be filled in one of the below two manners:

- 1.) Through Non-Competitive appointment in accordance with the HELP Program; OR
- 2.) Appointment off the appropriate Civil service competitive list.