



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

AGING SERVICES SPECIALIST Grade 09

OFFICE FOR THE AGING

Applications are now being accepted by the Office for the Aging to fill a full-time Aging Services Specialist vacancy. The nature of the appointment is provisional pending Civil Service Examination. Civil Service Exam is required for permanent appointment (exam date to be announced at a later date). This position involves work in support of Office for the Aging services through the delivery, in person, by telephone or mail, of case assistance, information and referral and the completion of mandated home-delivered meal assessments and reassessments. The work is performed under general supervision of the Special Programs Director and is carried out at Office for the Aging office and throughout the County. Supervision may be exercised over volunteer clerical assistants.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree or higher and six (6) months of work experience involving face to face client contact in a human service agency or program; OR
- (B) Completion of sixty (60) credits and one (1) year of work experience as outlined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above.

Special Requirement: Must possess and maintain a valid driver's license.

NOTE: Your degree or credits 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 or credits were 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.

STARTING SALARY: County Employees – According to CSEA contract for Grade 09
New Employees, Grade 09, step 02 - \$24.3957 per hour; 35 hours/week

Civil Service Examination is a requirement for permanent appointment.

SEND APPLICATION TO:

Orange County Office for the Aging
40 Matthews Street, Suite 305
Goshen, NY 10924

ATTN: AnnMarie Maglione, Director

Open announcement until position is 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.

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www.orangecountygov.com

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