



CASEWORK ASSISTANT

Orange County Government
Department of Social Services

Applications are now being accepted to fill a Caseworker Assistant vacancy at the Department of Social Services. The nature of the appointment is temporary substitute. Once the permanent holder attains status in another position, the position will become permanent (subject to probationary term).

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) 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
- (B) Graduation from high school or possession of high school equivalency diploma and two (2) years of experience as outlined in (A) 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: \$22.9406 per hour
County Employees - As per CSEA contract for Grade 07

SEND APPLICATIONS BY MAY 17, 2024, TO:

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

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.

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www.orangecountygov.com

***NOTE:** This title is in the Non-Competitive jurisdictional classification in accordance with the HELP Program. A competitive civil service examination will not be required for permanent appointments for one year from approval date of Sept 25, 2023.