



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam Bello  
County Executive

Andrea Guzzetta  
Director

**TITLE: CASE WORK AIDE**

**SALARY:** \$30,797 annually

**LOCATION:** Monroe County Department of Human Services - Within Child Protective Services

**JOB SUMMARY:**

This is an entry-level position involving initial and continuing contact with clients, applicants, patients and patient families. Duties involve assisting Caseworkers, Examiners and other professional staff at the Department of Human Services with helping clients deal with crisis situations including, but not limited to, economic, social and medical problems. The employee reports directly to, and works under the direct supervision of Caseworkers, Examiners or other higher-level staff members. Supervision of others is not a responsibility of this class. Does related work as required.

**PREFERRED QUALIFICATIONS:** The ideal candidate will possess an associate degree in Human Services or a closely related field as well as at least one year's experience working in human services. Additionally, the candidate will have excellent writing and communication skills, ability to work closely with Caseworkers, Supervisors and the families we serve. Must be able to enter information into various databases, operate a motor vehicle, and work in both the office and community.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

**MONROE COUNTY DEPARTMENT OF HUMAN SERVICES  
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620**

**Posting Date:** January 7, 2022

**Posting Deadline:** January 24, 2022

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.  
An Equal Opportunity Employer