



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: CASE WORK AIDE

SALARY: \$35,141 annually

LOCATION: Monroe County Department of Human Services
Child Protective Services (CPS)

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.

ADDITIONAL INFORMATION:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

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 RD. - ROOM 752B
ROCHESTER, NEW YORK 14620

Posting Date: May 18, 2023

Posting Deadline: June 2, 2023