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: $37,324 - $47,281 annually

LOCATION: Monroe County Department of Human 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.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
There is no residency requirement for this position.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL RD. - ROOM 752B
ROCHESTER, NEW YORK 14620

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

Posting Date: November 24, 2025

Posting Deadline: December 12, 2025

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