



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

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**TITLE:** CASE WORK AIDE

**SALARY:** \$22,103 - \$29,060 annually

**LOCATION:** Monroe County Department of Human Services

### **JOB SUMMARY:**

This is an entry-level position involving both initial and continuing contact with clients, applicants, patients and patient families. Employees assist Social Workers, Case Workers, Examiners and other professional staff at the Department of Human Services, help clients deal with crisis situations including, but not limited to, economic, social or medical problems. The employee reports directly to, and works under the direct supervision of social caseworkers, medical caseworkers, or other higher-level staff. 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, plus one (1) year of paid full-time or its part-time equivalent experience working in a Human Services field.\*

### **NOTE:**

Education beyond high school may be substituted for experience on a year-for-year basis.

\*Human Services field, for the purposes of these minimum qualifications, is defined as that which is involved in the delivery of social, economic or emotional support services to people in our society who are having difficulty coping with the pressures and strains of modern life.

### **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.

### **Send Civil Service Application to:**

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

**Posting Date:** March 17, 2015

**Posting Deadline:** March 27, 2015