

# NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services - OFA

**TITLE:** Case Manager

**SALARY (GRADE):** \$30,814 (19W) plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility to identify, assess and manage social problems relating to illness and disability allied with the receipt of long-term medical care, and the attainment and maintenance of health by providing long term care services to patients and families having difficulty in social functioning. The incumbent develops and implements aging services care plans and makes referrals to other agencies, as appropriate. General supervision is received from a higher-level supervisor within the department. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in sociology, psychology, human services or resources, a health-related field, or a closely related field; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree **AND** one (1) year of full-time paid human service\* experience; **OR**
- (C) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree **AND** three (3) years of full-time paid human service\* experience; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of full-time paid human service\* experience.

**\*Human service experience** is defined to mean experience which shall have involved a one-on-one interaction with a client, in order to actively facilitate the identification of client needs and goals through the interview process; as well as, the development of a service plan, (i.e.: identification and coordination of services available in the agency or the community to meet these needs and goals).

### **NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A), (B) or (C).
2. Verifiable part-time human service experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this case will require access to transportation to meet field work requirements in a timely and efficient manner.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** July 11, 2022

**\*\*Oneida County is an equal opportunity employer\*\***