



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family & Community Services
CIVIL SERVICE TITLE: Aging Services Coordinator
CLASSIFICATION TYPE: Competitive (Provisional)
SALARY (GRADE): \$50,569 (27W) Plus Excellent Benefits
APPLICATION DEADLINE: September 30, 2024
APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: This position involves contact with consumers within the community to determine needs and provide information and assistance to services managed by Aging Services. The incumbent in this position coordinates and integrates services and opportunities for older adults provided by a variety of community-based agencies. The work is performed under the general supervision of the Aging Services Supervisor. The incumbent performs related work as required.

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

- (A) Possession of Bachelor's Degree in a human services-related field **AND** two (2) years of full-time paid human service* experience; **OR**
- (B) Possession of Associate's Degree in a human services-related field **AND** four (4) years of full-time paid human service* experience; **OR**
- (C) Possession of Associate's Degree **AND** six (6) 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, 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).

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.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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