



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

CIVIL SERVICE TITLE: Aging Services Supervisor (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$55,743 (30W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2024

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the implementation of the services component of Aging Services. The incumbent in this position coordinates, develops and performs a variety of tasks which may involve grants administration and participation in advisory committees and/or meetings. A person in this position may be responsible for the general, specific, and long-range planning in Aging Services. The work is performed under the direct supervision of the Director. Supervision is exercised over all subordinates. 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 in a supervisory capacity; **OR**
- (B) Possession of Associate's Degree in a human services-related field **AND** four (4) years of full-time paid human service* experience, two (2) years of which were in a supervisory capacity.

***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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