

ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

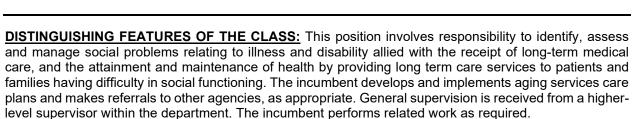
<u>CIVIL SERVICE TITLE:</u> Case Manager (HELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$48,091 (25W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2025

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



<u>MINIMUM QUALIFICATIONS:</u> Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Bachelor's Degree in sociology, psychology, human services or resources, a health-related field, or a closely related field; **OR**
- (B) Possession of Bachelor's Degree **AND** one (1) year of full-time paid human service* experience; **OR**
- (C) Possession of 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, 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, if qualifying under (A), (B) or (C).
- 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.

Issued: 01/01/2025