



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services
CIVIL SERVICE TITLE: 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>



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) 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.

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