



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**CIVIL SERVICE TITLE:** Case Supervisor, Grade B (HELP Program)

**CLASSIFICATION TYPE:** Non-Competitive

**SALARY (GRADE):** \$65,804 (34W) Plus Excellent Benefits

**APPLICATION DEADLINE:** May 1, 2025

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



**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are responsible for the provision of professional social work services involving the supervision of a group of caseworkers and supporting staff engaged in the administration of social services in a specified area or program. Supervision may include travel to both urban and rural homes. Responsibilities include the training and development of assigned social services staff. Work is performed under the direct supervision of a Case Supervisor, Grade A or Director of Services. Supervision is exercised over Senior Caseworkers, Caseworkers, and other subordinate personnel. The incumbent performs related work as required

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

- (A) Possession of Master's Degree AND one (1) years of full-time experience in social casework\* with a public or private agency; OR
- (B) Possession of Bachelor's Degree AND two (2) years of full-time experience in social casework\* with a public or private social agency.

\*Social casework is defined to mean experience which shall have involved a one-to-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 REQUIREMENTS:**

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
2. Statewide Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment.

**NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
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.

**\*\*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 6<sup>th</sup> 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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