



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

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| <u>DEPARTMENT:</u> | Family and Community Services |
| <u>CIVIL SERVICE TITLE:</u> | Director of Income Maintenance (NYHELP Program) |
| <u>CLASSIFICATION TYPE:</u> | Non-Competitive |
| <u>SALARY (GRADE):</u> | \$78,235 (38M) Plus Excellent Benefits |
| <u>APPLICATION DEADLINE:</u> | December 31, 2026 |
| <u>APPLY ONLINE*:</u> | https://oneida-portal.mycivilservice.com/post/jobopps |



DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing professional social services work, involving the determination and recommendation of the need for services, and the formulation and carrying out of plans to meet the individual problems of cases assigned. The functional duties are like those of Caseworker, except that through training and experience, Senior Caseworkers have gained the expertise to handle more complex problems and situations with less direct supervision. This position requires traveling to urban and rural homes. Supervision is normally exercised over Caseworkers, Social Welfare Examiners, volunteers and/or clerical employees. The work is performed under the supervision of a trained 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, **AND** six (6) years of experience in social case or income maintenance work with a public or private social agency adhering to acceptable standards; two (2) years of which must have been in a supervisory capacity; **OR**.
- (B) Possession of Associate's Degree **AND** eight (8) years of experience in social case or income maintenance work with a public or private social agency adhering to acceptable standards; two (2) years of which must have been in a supervisory capacity

Promotional:

Candidates must have full-time, permanent status for a period of **twenty-four (24) months as a Chief Social Welfare Examiner or forty-eight (48) months as a Head Social Welfare Examiner or seventy-two (72) months as a Principal Social Welfare Examiner** in the Oneida County Department of Family and Community Services.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class 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 on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. Satisfactory completion of one (1) year of full-time study in a recognized graduate school of social work is equal to one year of required social case work experience; two (2) years of such training is equal to three (3) years of required social case work experience, excluding supervisory experience.

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

If you do not have internet access, paper applications can be picked up at the Oneida County Office Building (Utica, NY) in the Personnel Department. You may also request a paper application to be mailed by calling 315-798-5726.