

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

Caseworker Assistant

Salary: \$47,077 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the position: This is a paraprofessional position which involves the performance of supportive service functions for Caseworkers at the Department of Social Services. The purpose of the class is to relieve the professional and support staff of more routine duties that can be performed by the Caseworker Assistant. The incumbent of this position receives direct supervision from a supervisor with some leeway in the use of independent judgement in routine matters. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of an Associate's Degree in Human Services or a related field (i.e. Psychology, Social Work, Sociology, etc.) and one year of experience in a human services agency providing direct client services.
- B) Graduation from high school or possession of a comparable diploma, and three (3) years experience which shall have involved substantial client contact in a Social Service, Mental Health or related agency; or
- C) An equivalent combination of education and experience as described in (a) and (b) above.

NOTE: Possession of a Bachelor's/Master's degree in Human Services or a related field (i.e. Psychology, Social Work, Sociology, etc.) from a regionally accredited or New York State registered college or university may be substituted for one (1) year of the required experience.

SPECIAL REQUIREMENT: A current, valid New York State driver's license and accessibility to an automobile for business use will be required.

Additional Employment Information: This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

Applications accepted until position is filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website,
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources
(315)379-2210.

Send application to:
St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

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