

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Office for the Aging is in search of:

Office for the Aging Case Manager

Salary: \$58,442 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.

Incumbents in this class primarily perform para-professional social case management for the Expanded In-Home Services for the Elderly Program (EISEP) of the St. Lawrence County Office for the Aging (OFA). Work is also performed by assisting with a variety of tasks in conducting aging services activities through the delivery of information and referral to supportive services. The work is performed both in the field and in the office by assisting clients to identify and obtain available and appropriate services as well as conduct assessment and referral activities. Oversees and assigns the work of Office for the Aging Program Coordinators. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's degree in a Human Services-related field; **OR**
- B. Possession of an Associate's degree in a Human Services-related field and two (2) years of experience involving direct client contact in the delivery of services in a human services agency or program; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as listed in (B.) above.

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

NOTE: Open competitive minimum qualifications are set by 9 CRR-NY 6654.16.

Additional Employment Information: **This position is currently being filled under the HELP Program and will not require a civil service examination at this time.**

Applications accepted until the 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
EEO