



Our Future Starts
With *you!*

POSITION: Caseworker (HELPS)

DEPARTMENT: Albany County Department of Social Services

SALARY: \$55,517—\$61,349

WORK LOCATION & HOURS: 162 Washington Ave, Albany, NY 12210; 8:30AM to 4:30PM

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

DESCRIPTION:

The Department of Social Services is seeking applications to fill Caseworker vacancies for the following Divisions: Adult Services, Temporary Assistance and Employment.

Adult Services:

There are two vacancies in the Adult Services Division. The Caseworker in the NY Connects Call Center vacancy will be primarily responsible for staffing the NY Connects Call Center. The Caseworker in the APS vacancy investigates reports of suspected abuse and maltreatment, and/or assists clients with economic, emotional, social and environmental difficulties by making the necessary service referrals and linkages to address the social problems identified throughout the course of a case

Temporary Assistance:

The vacancy in this division involves responsibility for providing social services to high needs Temporary Assistance for Needy Families (TANF) clients. An incumbent assesses a family's needs and will develop a plan of action with each family served to address identified needs and the steps needed to achieve goals.

Employment

There are two caseworker vacancies in the Employment Division. Both positions involve providing social work services to exempt TANF clients. In the first vacancy, the employee aids and facilitates their clients in completing applications for SSI/SSDI benefits. In the second vacancy, the employee works closely with the medical review team to facilitate client treatment and rehabilitation with necessary providers.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree; **OR,**
- B. Licensed as a Registered Professional Nurse with one (1) year of professional nursing experience.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license at the time of appointment and throughout employment.

Please submit a copy of your resume, transcript and three (3) references with this application.

POINT OF CONTACT FOR INQUIRIES:

Elizabeth Lyons
Elizabeth.lyons@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

