



Our Future Starts
With *you!*

POSITION: Community Service Worker (HELPS)

DEPARTMENT: Children, Youth and Families

SALARY: \$44,808

WORK LOCATION: 112 State St. Albany, NY 12207

BENEFITS:

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

DESCRIPTION:

This position involves non-professional functions in a social services agency in support of staff in implementing programs and delivery of services to clients. Under supervision, assists staff members and clients by performing supportive services relating to determining financial eligibility for the various programs administered by the local social services districts and the delivery of a variety of social services. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least an Associate's Degree; OR,
- B. Possession of a high school diploma or general equivalency diploma and two (2) years of clerical or direct care experience supporting a human service, not-for-profit, or child care agency.

SPECIAL REQUIREMENTS:

- Possession of a valid New York State driver's license at the time of appointment and throughout employment;
- Successful clearance from the State Central Registry in the New York State Office of Children and Family Services **and** the State Justice Center for the Protection of People with Special Needs (Background investigations are conducted by the appointing authority).

POINT OF CONTACT FOR INQUIRIES:

Carole Hackett

Carole.hackett@albanycountyny.gov

Please submit a copy of your resume and transcript with this application.

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.

