

FULTON COUNTY
DEPARTMENT OF SOCIAL SERVICES
ANNOUNCES THE FOLLOWING:

CASE AIDE

**FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA
COUNTY RESIDENCY IS REQUIRED**

This is a permanent vacancy at the Department of Social Services.

2025 Salary: \$21.96 per hour

Typical Work Activities:

Assists casework staff and supervisors in scheduling appointments with or for families, foster children, or adults in receipt of agency services;
Takes incoming calls and secures information necessary for follow-up work, may handle follow-up work when appropriate;
Provides intake services for agency programs by obtaining client information and/or receiving referrals from community agencies;
Conducts or participates in field visits, as directed;
Transports individuals or families as required where other transportation is not available;
Makes necessary contacts to obtain referral information, or other data necessary to the provision of social services;
Schedules and arranges necessary appointments with clients and/or other professionals or agency representatives;
May process applications, authorizations and/or reports;
Maintains unit statistics and assists in completing reports;
May participate in the financial management of cases for which the agency serves as a payee;
May perform a variety of clerical functions such as typing, filing and answering telephones;
May direct and monitor clients in acceptable parenting skills; budgeting, home management, hygiene and safety and related tasks;
May demonstrate or assist with a variety of housekeeping tasks to keep client's home in a sanitary and livable condition;
Reviews and reports on clients' ability to perform parenting and related tasks.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and one year of full-time paid experience in a social services agency, community action or community service agency, hospital or medical office, involving direct client or patient contact.

SPECIAL REQUIREMENT:

Certain assignments given to employees in this class will require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

They can be found on our website at www.fultoncountyny.gov.