



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Social Services

**Job Title:** HOME SERVICES COORDINATOR

**Salary Range:** \$40,510 - \$49,676\* (\*Based on years of service employed with Saratoga County)

**Work Location:** 152 West High Street, Ballston Spa, NY 12020

**Classification:** Non-Competitive **(No Exam Required)**

#### Job Description

Provides in-homecare services for clients of the Saratoga County Department of Social Services, performing a wide range of housekeeping and general daily tasks and errands to assist family members and individuals in their personal residence; services provided are designed to support the objectives of the Social Services Agency by strengthening family relationships and by increasing individual self-sufficiency through assistance with fundamentals of proper household management. Work is performed under the direct supervision of the Social Services team. Does related work as required.

#### Minimum Qualifications (at least)

Graduation from high school or possession of an equivalency certificate (GED) and at least two years of paid or unpaid experience in home management.

**Special Requirement:** Candidate must possess, and maintain, a clear and valid New York State Driver's License appropriate for the type of vehicle to be operated.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

#### Typical Work Activities (\*Illustrative)

- Works with families, family members and individuals in their home to teach and assist with fundamental aspects of caring for the home and family;
- Performs a variety of homecare activities including but not limited to: vacuuming, dusting, sweeping or mopping floors, doing dishes, changing bed linens, laundry and general household cleaning.
- Instructs and assists families, family members and individuals in menu planning, meal preparation, grocery shopping, care and purchase of clothing, general housecleaning, etc.;
- Assists families and individuals in developing and living within a budget;



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- Provides transportation to and from markets, schools, hospitals, clinics, etc. for family members and individuals;
- Purchases groceries and other essential household items for ill or incapacitated individuals;
- Plans and prepares meals;
- Supervises children in the home in the absence of a parent;
- Accompanies children to schools, playgrounds, clinics, etc.;
- May do family laundry and mends clothing as required in the home;

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **Additional Information**

- Excellent benefits, NYS Retirement and Compensation Plan

### **To Apply (via Link Provided)**

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

### **Applications will continue to be accepted until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*