



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Social Services

Job Title:	CASEWORKER (NYS HELP Program)
Salary Range:	\$59,065 - \$68,506* (*Based on years of service employed with Saratoga County)
Work Location:	152 West High Street, Ballston Spa, NY 12020
Classification:	Non-Competitive (Exam requirements temporarily waived)

Job Description

The work involves responsibility for providing social work services to individuals and/or their families, which at times includes children in at risk circumstances, to assist them with economic, emotional, social and environmental difficulties. Work is performed in a very dynamic environment under direct supervision of a higher-level Caseworker; 12 weeks of in-service training is provided through the agency's staff development program. A Caseworker, in consultation with the supervising caseworker, investigates, formulates, documents and carries out plans to meet the individual complexities, situations and issues of the cases assigned. Direct contact and field visits with the public, from varying levels of socio-economic situations, backgrounds and cultures, is a **routine requirement** of this position; Incumbents in this position must be available for periodic On-Call coverage. Does related work as required.

Minimum Qualifications (at least)

Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree.

SPECIAL REQUIREMENT(S):

Assignment made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

NOTE:

All appointees to positions in this title at the Department of Social Services will be required to provide full and complete information concerning their current household composition and an extensive residential address history for the purpose of conducting a mandatory check against the Statewide Central Register database of indicated child abuse or maltreatment.

(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)

- Formulate and carry out service plans identified to meet the needs of the individual(s) or family(s), through in-depth discussions and interviews with parties involved;
- Provides direct counseling to encourage and motivate individual(s) or family(s) to increase their own capacity, confidence and ability to handle the issues and challenges they are faced with;
- Studies the background and circumstances to determine the need for care of children that are referred by relatives, schools, churches, family courts, and other agencies;
- When foster care or placement is necessary, determine whether the child's needs can best be met with a residential or a homecare facility, and arrange for appropriate placement;
- Plans and works with parents and relatives, for the care of children and reestablishment of the home environment;
- May be required to transport and supervise parents and their children for court ordered visitation purposes;
- Must be available for periodic On-call coverage;



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- Reviews existing case records or available information for use in formulating and implementing a plan of treatment and/or services necessary to meet the needs of the individual or family;
- Establishes a relationship with individuals and families to encourage them to avail themselves of recommended social services that are available to them;
- Maintains liaisons with various individual agencies to which individuals and families can be referred for services and coordinates identified services;
- Works closely with other staff personnel, such as Homecare Coordinators, in carrying out plans for services;
- Periodically reviews cases to determine changes in the individuals or family's situations affecting the need for continued or amended services;
- May be required to attend Fair Hearings and when necessary, testify in Family Court;
- Prepares narrative progress reports, petitions and other required computerized case documentation;
- May be required to work after hours, outside of normal day, to conduct necessary investigations.

**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

***** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2025 *****

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.