



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Aging & Youth Services

**Job Title:** AGING SERVICES SPECIALIST (HELPS Program)

**Salary Range:** \$60,262 - \$69,982\* (\*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

**Work Location:** 152 West High Street, Ballston Spa NY 12020 (On-site)

**Classification:** Non-Competitive (Exam requirements temporarily waived)

#### Job Description

This is professional work which involves the implementation of a variety of specialized social service programs for a targeted demographic. The responsibilities of this work are varied due to the number of customized services and plans provided; Flexibility and multitasking is a regular requirement of this title; Duties are performed under the general supervision of the Aging Services Coordinator, Deputy and/or the Director of the Office for the Aging with some leeway allowed for the exercise of independent judgment in planning the details of specific aging and family programs. Supervision may be exercised over clerical staff, Aging Services Assistant, program volunteers, and senior citizens employed through governmental programs. Performs related work as required.

#### Minimum Qualifications (at least)

**A)** Possession of a Bachelor's degree in Counseling, Human Services, Social Sciences or a closely related field; **OR**  
**B)** Possession of an Associate's Degree in Counseling, Human Services, Social Sciences, or a closely related field, and two (2) years of experience in the human or social services field, one year of which must have been in an Aging Agency or community organization providing information and supportive services to the Aging/Elderly population.

**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, in meeting the necessary transportation needs of the job. This may include Class D, Class M/MJ, and Commercial (Class A,B,C) CDL.

\*(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)

- Assists in the planning, development and implementation of a variety of specialized social work programs providing services for senior citizens and their families;
- Formulate, implement and monitor custom service plans identified while completing in-depth interviews and in home assessment with clients;



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- Review casework to determine appropriate changes and amendments to established service plan;
- Maintains an information and referral system to insure maximum use of federal, state, and local programs;
- Provides liaison with subcontractors under various federal programs involving budgeting, service contracts, and program assessment;
- Provides outreach to a variety of senior and community groups to which provides information on departmental activities and services;
- Assists in the preparation of a variety of public relations materials including newsletters, pamphlets and press releases;
- Assists in the preparation of federal grant applications;
- Represents the department on a variety of advisory councils involving Senior Citizen Programs;
- Responsibility for intake and assessment of referrals received via telephone and/or e-mail;
- Identifies the need for services through in-depth discussions with clients;
- Provides comprehensive in-home assessments and delivers appropriate services.

*\*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 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 and NYS Retirement Enrollment

### To Apply (PREFERRED METHOD - 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 through the date posted or until flyer is removed.**

**\*\* This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2026 \*\***

*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.*