



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Social Services

#### Promotional Opportunity

- Job Title:** SENIOR CASEWORKER (HELP's Program)
- Salary Range:** \$65,145 - \$74,865\* (\*Based on years of service employed with Saratoga County in specified title)
- Work Location:** 152 West High Street, Ballston Spa, NY 12020
- Classification:** Non-Competitive (**Exam requirements temporarily waived**)

#### Job Description

A Senior Caseworker provides professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. The functional duties are similar to those of the Caseworker, except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision. The incumbent may supervise a small group of subordinate workers and volunteers. Performs other related duties as needed.

#### Minimum Qualifications ...

Candidates must currently be employed in the Saratoga County Department of Social Services serving in a permanent full-time status as a Caseworker for at least two (2) years.

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

- Interviews applicants and persons referring cases of children needing care, supervision, or Services;
- Recommends services necessary to carry out plans to meet the needs of individuals or families;
- Makes visits to applicants to ascertain the need for services;
- Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
- Aids individual Caseworkers in formulating service and work organization plans;
- In each case, in cooperation with the individual or family plans the use to be made of available resources;
- Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;
- Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals, and other agencies;
- When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
- Finds family homes interested in caring for children;



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- Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;
- Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clients if foster parents are unable to do so;
- Plans with parents and relatives for the care of children and re-establishment of the home;
- Makes referrals to other agencies when indicated;
- Writes letters and reports as required;
- Periodically reviews cases to determine changes in client situation affecting the need for service;
- Assists a Case Supervisor in administering the work of the unit.

*\*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

#### 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 through the date posted or until the flyer has been 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.*