



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Senior Aging Services Aide pos #11032

PAY RATE: 18.87 - 21.27

DEPARTMENT/DIVISION: Office for the Aging

WORK LOCATION: 111 Main Street, Lockport

STATUS: Contingent Permanent

DESCRIPTION: This position involves responsibility for providing support to technical and professional staff in carrying out a variety of activities in the Aging Program. Supportive services include outreach, counseling, advocacy and service coordination. Typical work activities include in person or over the phone interviews to assess clients service requirements/needs. Provides accurate, up-to-date information and referral services related to available programs. Maintains client information in a computerized database system. Assists the Deputy Director with reporting responsibilities for the program. Participates in state mandated training when necessary. Duties are performed under the general supervision of the Director or Deputy Director. General direction is exercised over subordinate staff; however, this is not a supervisory position. Does related work as required.

MINIMUM QUALIFICATIONS: PROMOTIONAL QUALIFICATIONS:

Two (2) years of full-time non-competitive status as an Aging Services Aide in the Niagara County Office for the Aging immediately preceding the date of examination.

OPEN COMPETITIVE QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree; OR
2. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Human Services or related field; OR

CONTINUED

3. Graduation from high school or possession of an equivalency diploma and four (4) years of full-time paid experience in human services or in the provision of services in a community organization.

SPECIAL REQUIREMENT: Possession of a valid NYS Driver's license at time of appointment and throughout continued employment and access to a motor vehicle.

Note: Human Services experience is that which is involved in the direct delivery of social, economic or emotional support services to people who are having difficulty coping with the pressures and strains of modern life. The experience requires judgment on the part of the individual in dealing with or responding to the client. Teaching experience will be accepted as qualifying experience. Community Organization is social work practice which involves a change agent (the community organizer) and a social system (a community). The community organizer actively facilitates the identification of needs, the establishment of priorities, the location of the appropriate resources, and the taking of action by the community with respect to the particular constellation of needs, resources, and priorities.

DATE POSTED: **9/6/21** DEADLINE: **9/19/21**

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

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