



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: **SENIOR EMPLOYMENT CASE MANAGER (POS#4705)**

PAY RATE: **\$31.26 - \$36.19**

DEPARTMENT/DIVISION: **HOUSING**

WORK LOCATION: **NCDSS/NIAGARA FALLS**

STATUS: **Provisional**

DESCRIPTION: For a complete job description and minimum requirements please visit:

[https://niagaracounty.com/Employment/Job\\_Specs\\_for\\_Civil\\_Service\\_Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

**This is a supervisory position responsible for the conduct and the performance of duties of a public assistance program, coordination of employment activities, and contractual agreements related to employability. The incumbent establishes procedures for and supervises subordinates in interpreting benefit levels, in appropriate employment activities, and decisions made as it relates to the career goals and employment planning for recipients on Public Assistance and those transitioning off assistance. This position differs from the supervisory level titles in the Social Services Worker series since the incumbent also ensures the assessment of need and the availability of, referral to, and delivery of supportive social and employment services. Conversely, the title differs from supervisory levels of the Caseworker series due to the eligibility and income maintenance knowledge under the public assistance program and the career focus that will enable the recipient to achieve self-sufficiency. The incumbent receives general direction from the Director of Eligibility and is allowed wide latitude for the exercise of independent judgment in accordance with the goals, requirements and guidelines of the case management component in public assistance. Does related work as required.**

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

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

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

MINIMUM QUALIFICATIONS: SUGGESTED PROMOTIONAL QUALIFICATIONS:

One (1) year of permanent competitive status as a Case Manager (Social Services), Employment Case Manager, Employment Specialist, or Principal Social Services Worker in the Niagara County Department of Social Services immediately preceding the date of examination.

OPEN COMPETITIVE: Graduation from high school or possession of an equivalency diploma AND: 1. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in social work, human services, humanities and social science, behavioral sciences, education, business administration, financial administration, or a closely related field and two (2) years full-time paid experience in \*social casework; or the determination of eligibility for programs providing financial assistance or the provision of employment activities, including one (1) year of experience in a supervisory capacity; OR: 2. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in social work, human services, humanities and social science, behavioral sciences, education, business administration, financial administration, or a closely related field and four (4) years of full-time paid experience in social casework; or the determination of eligibility for programs providing financial assistance or the provision of employment activities, including one (1) year of experience in a supervisory capacity; OR 3. Six (6) years of full-time paid experience in social casework; or the determination of eligibility for programs providing financial assistance or the provision of employment activities, including one (1) year of experience in a supervisory capacity NOTE: Graduate level education in one (1) of the fields listed above may be substituted for the required experience on a year for year basis with the exception of experience in a supervisory capacity.

\*SOCIAL CASEWORK: Social Casework involving the one-to-one interaction with a client in order to actively facilitate the identification of client needs and goals through the interview process, as well as the identification and use of services

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

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

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

available in the agency or the community to meet those needs and goals. The goal of the social casework intervention is to improve the overall general welfare of the individual and, hence, the society as a whole.

PROVISIONAL APPOINTMENT: Successful candidates will be required to take a civil service examination and be reachable for a permanent appointment.

---

DATE POSTED: 3/6/2023 DEADLINE: 3/19/2023

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/>**

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer