



## NIAGARA COUNTY JOB POSTING

DATE POSTED: 7/10/24 DEADLINE: 7/23/24

POSITION TITLE/ #: Aging Services Aide Part-Time #1285

POSITION CLASS: Non-competitive

PAY RATE: \$20.86 - \$23.19 WEEKLY HOURS: 17

DEPARTMENT/DIVISION: Office for the Aging

WORK LOCATION: Lockport

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### **POSTINGS FOR CURRENT EMPLOYEES:**

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or [civilservice@niagaracounty.com](mailto:civilservice@niagaracounty.com).

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Darlene DiCarlo, Director

ADDRESS: 111 Main Street, Lockport, NY 14094

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### **POSTINGS OPEN TO THE PUBLIC:**

STATUS FOR PUBLIC CANDIDATES: Permanent

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)

**Performs a wide variety of tasks in the Niagara County Office for the Aging or a municipal department. Incumbents are responsible for performing outreach activities and information and referral services. This position involves sub-professional work in support of Office for the Aging or municipal activities which could include the following programs: Expanded In-Home Services for the Elderly (EISEP); Home Delivered Meals; Information and Assistance; and NY Connects. The work is performed under direct supervision. Does related work as required.**

MINIMUM QUALIFICATIONS: 1. Graduation from high school or possession of an equivalency diploma and two (2) years of full-time paid post-high school work experience; or

**2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a Human Services field\*.**

**NOTE: Acceptable human services degrees include majors in human services, social work, education, psychology, gerontology, occupational therapy, physical therapy, vocational and/or psychological counseling.**

**SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle License at time of appointment and for the duration of employment.**

**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**

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**Applications, Job Specifications, Job Postings & Exam Announcements can be found here:**  
**<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  
Form Revised 4/4/2023