



NIAGARA COUNTY JOB POSTING

DATE POSTED: 2/19/25 DEADLINE: 3/4/25

POSITION TITLE/ #: Case Manager – Senior Services #13981 (HELP PROGRAM
PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$28.45 - \$32.98/Hour WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Office for the Aging

WORK LOCATION: 111 Main Street, Lockport, NY 14094

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.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Darlene DiCarlo, Director

ADDRESS: 111 Main Street, Suite 101, Lockport, NY 14094

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Provisional/Permanent – This title will be included in the NYS HELP Program and is pending NYSCSC approval. Information on HELP can be found here: <https://www.niagaracounty.com/employment/#outer-1641>

DESCRIPTION: For a complete job description and minimum requirements please visit: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

The work involves responsibility for guiding elderly people and their families through the service system. The work includes providing information and assistance; performing pre-screening (or intake) functions; and assessing financial, health, mental health and socio-emotional strengths and deficits in order to develop and implement case plans. Services are provided to avoid unnecessary institutionalization of elderly residents of Niagara County. Work is performed under the general supervision of the Director with leeway allowed for the exercise of independent judgment in accordance with established laws, rules, and policies. Supervision may be exercised over lower ranking employees. Does related work as required.

MINIMUM QUALIFICATIONS: The minimum qualifications can be found here:
https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as a Senior Aging Services Aide or four (4) years of non-competitive full-time status as an Aging Services Aide in the Niagara County Office for the Aging immediately preceding the date of written examination.

OPEN COMPETITIVE:

1. Graduation with a Bachelor's Degree in one of the following areas: Social Work; Counseling; Psychology; Disability Studies; or Human Services; OR
2. Graduation with a Bachelor's Degree AND two (2) years of full-time paid case management experience in a human services agency which served an adult population; OR
3. Graduation from high school or possession of an equivalency diploma AND four (4) years of full-time paid case management experience in a human services agency which served an adult population.

NOTE:

1. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.
2. Social Services Worker and Employment & Training Counselor experience is not considered case management and cannot be used to qualify.

SPECIAL REQUIREMENTS: Possession of a valid driver's license at time of appointment and throughout 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

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