



NIAGARA COUNTY JOB POSTING

DATE POSTED: 3/10/25 DEADLINE: 3/23/25

POSITION TITLE/ #: **SENIOR AGING SERVICES AIDE #11032 – (HELP PROGRAM PENDING NYSCSC APPROVAL)**

POSITION CLASS: **Non-Competitive**

PAY RATE: **\$23.10 - \$25.77** WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **Office for the Aging**

WORK LOCATION: **Golden Triangle Building - Lockport**

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

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

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
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

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