



NIAGARA COUNTY JOB POSTING

DATE POSTED: 7/3/26 DEADLINE: 7/16/26

POSITION TITLE/ #: EMPLOYMENT CASE MANAGER (HELP PROGRAM PENDING NYSCSC APPROVAL) (POS#13671)

POSITION CLASS: Non-Competitive

PAY RATE: \$31.40 - \$36.46 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: HOUSING

WORK LOCATION: NCDSS/NIAGARA FALLS

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: SEND ELECTRONICALLY TO: DEPUTY COMMISSIONER TRICIA LIPPA, DIRECTOR STACI HENRY AND DEPUTY DIRECTOR ERIN HOOKS

ADDRESS: TRICIA.LIPPA@NIAGARACOUNTY.GOV;
STACI.HENRY@NIAGARACOUNTY.GOV; ERIN.HOOKS@NIAGARACOUNTY.GOV

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 incumbent assesses the need for support services for applicants and recipients of the public assistance program and makes referrals as appropriate for housing and shelter, and monitors cases with the overall goal of client finding permanent housing to achieve self-sufficiency. Incumbents of this title perform client case management activities consistent with public assistance program guidelines, requirements and objectives in order to insure the client is aware of and receives the necessary support from available internal and community programs. This title differs from Employment

Specialist because of additional case management responsibilities in which the incumbents also assess need, make referrals as appropriate and monitor effectiveness of supporting social services. Additionally, the title differs from those in the Caseworker series because of the employment counseling responsibilities and the understanding of the Public Assistance emergency regulations. Incumbents work under the general supervision of the Senior Employment Case Manager and function with considerable independence and latitude for the exercise of judgment. Does related duties as required.

MINIMUM QUALIFICATIONS: The minimum qualifications can be found on the continuous recruitment posting here:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

SUGGESTED PROMOTIONAL QUALIFICATIONS: One (1) year of permanent competitive status as a Senior Social Services Worker or three (3) years as a Social Services Worker in the Niagara County Department of Social Services immediately preceding the date of written 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 New York State 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 one (1) year of full-time paid experience in social casework*; or the determination of eligibility for programs providing financial assistance or the provision of employment activities;

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 social work, human services, humanities and social science, behavioral sciences, education, business administration, financial administration, or a closely related field and three (3) 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.

OR: 3. Five (5) 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.

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.

***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 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.

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