



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Case Work Aide

SALARY: \$21,753 - \$28,599 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY: This is an entry-level position involving both initial and continuing contact with clients, applicants, patients and patient families. Employees assist Social Workers, Case Workers, Examiners and other professional staff in helping the client group by direct and personal contact to meet emergencies and cope with stress situations, illness, or economic and social problems. Work involves greeting clients in waiting room, and obtaining necessary preliminary information for referral to proper division. Clients served are generally in a crisis situation relating to economic, social or medical problems. The employee reports directly to and works under direct supervision of a higher-level staff member. Supervision of others is not a responsibility of this class.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus one (1) year of paid full time or its part time equivalent experience working in a Human Services field. *

NOTE: Education beyond high school may be substituted for experience on a year-for-year basis.

*Human Services field is defined as that which is involved in the delivery of social, economic or emotional support services to people in our society who are having difficulty coping with the pressures and strains of modern life.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Send Civil Service Application to: Monroe County Department of Human Resources
111 Westfall Road - Room 756
Rochester, NY 14620

Posting Deadline: January 26, 2007