

Fulton County Department of Social Services
Announces the Following:

CASE SUPERVISOR GRADE A

FULTON COUNTY RESIDENCY IS REQUIRED

This is a permanent vacancy in the Fulton County Department of Social Services

2026 SALARY: \$35.31 per hour

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

Supervises Services Supervisors, Caseworkers and other subordinate staff in administering and rendering services;
Performs Services administrative duties;
Develops, implements and monitors agreements with other agencies or service providers;
Interprets Social Services program to the community through contacts with citizens and groups;
Participates in personnel recruitment, selection, training and evaluation activities;
Provides assistance to Case Supervisors, Grade B, in implementation of consolidated service plan activities and in resolving complex casework issues;
Establishes and maintains cooperative relationships with community representatives and other units and agencies;
Analyzes needs assessments to recommend changes to existing policies, programs and staffing;
Periodically conducts case reviews to determine department compliance;
Interprets, explains and monitors department's policies, programs and procedures;
Prepares, maintains or directs the preparation of a variety of reports;
Supervises "on call" staff, as necessary;
Serves as an Independent Third Party Reviewer for Service Plan Reviews;
Interprets agency programs to the Commissioner and interested parties;
May perform duties of the Director of Services and Grade B Supervisors in their absences;
Uses computer system to monitor, manage and record case-related and supervisory activities;
Attends relevant meetings and training.

The Above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a masters' degree and one year of supervisory social work experience with a public or private agency adhering to acceptable standards; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and three years of experience in social work with a public or private agency adhering to acceptable standards, one of the three years must have been in a supervisory capacity; or
- (C) An equivalent combination of training and experience

A copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

NOTE: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Trista Gordon, Commissioner
Fulton County Department of Social Services
P.O. Box 549
Johnstown, NY 12095

They can be found on our website at www.fultoncountyny.gov.