

**FULTON COUNTY**  
**DEPARTMENT OF SOCIAL SERVICES**  
**ANNOUNCES THE FOLLOWING:**

**CASEWORKER**

**FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA  
COUNTY RESIDENCY IS REQUIRED**

**There are immediate temporary vacancies open at the  
Department of Social Services.**

2019 Salary: \$19.79 (Starting Rate) – \$23.28 (After One Year of Benefits Eligible Service)

Typical Work Activities:

Interviews clients about issues of safety, family and personal problems, finances, child care, employment, and physical and mental impairments to determine their nature and degree;  
Secures information, such as physical, psychological, family, social and related factors to assess the family's/individual's situation and evaluates these and client's capacities and functioning;  
Counsels client individually or in groups regarding plans for meeting needs and assists client to mobilize his inner capacities and environmental resources to improve social functioning;  
Aids clients to modify attitudes and patterns of behavior by increasing client self awareness of his or her own strengths and weaknesses;  
Reviews existing case records for available information for use in formulating a plan of service;  
Works closely with other agency staff personnel in carrying out the plan for services;  
Serves as a liaison with various agencies to which individuals and families can be referred for services; community resources and other organizations;  
Periodically reviews cases to determine changes in the individual's or family's situations affecting need for service;  
Establishes a helping relationship with individuals/families to support and assist in managing changes necessary to resolve identified problems;  
Prepares various written documents and completes progress notes often through use of electronic systems;  
Provides financial management and guardian services;  
In conjunction with supervisory staff, assesses need for court intervention and prepares information and provides assistance necessary for filing and processing of court case;  
Provides transportation of children and/or adults to facilitate case plan or management;  
When assigned the duties of certifying foster parents, provides MAPP (Model Approach to Partnerships in Parenting) training and recruitment/certification activities;  
May handle emergency after-hour situations through phone or field contact.

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:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Possession of a bachelor's degree or higher from a regionally accredited or a New York State Registered college or university; or
- (B) Be certified as a Registered Nurse with one year of experience in that profession.

**SPECIAL REQUIREMENT:**

- 1) Department of Social Services incumbents must be available to assume after-hours casework assignments as required. Assignments may be weeknights, weekends, and holidays. Office for the Aging incumbents may be required to work evening programs/events.
- 2) At the time of appointment, possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

**Applications should be filed with the  
Fulton County Personnel Department  
1 East Montgomery Street  
Johnstown NY 12095  
(518) 736-5574**

**They can be found on our website at [www.fultoncountyny.gov](http://www.fultoncountyny.gov).**