

# Greene County Department of Social Services

## Job Announcement:

### Community Services Worker (HELP Program)

**HOURLY RATE: \$18.81 (Grade 7, Step 0)**

*This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. The appointment will mature into a permanent, Competitive position, without testing, upon the successful completion of a 52-week probationary period.*

This position, under supervision, assists staff members and clients by performing supportive services relating to determining financial eligibility for the various programs administered by the local social services districts and the delivery of social services and medical services programs; Does related work as required.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to establish and maintain cooperative and courteous relationships with clients, agency staff, and the general public; Ability to interpret agency programs, goals, and eligibility requirements in language that promotes understanding of the agency; Ability to understand and follow instructions; Knowledge of community resources and organizations; Ability to read and write English and prepare brief accurate reports; Tact; Emotional maturity; Judgement; Good judgement regarding what requires reporting to a supervisor immediately; Ability to understand and explain social services programs, including health programs.

**MINIMUM QUALIFICATIONS:** One (1) year of experience in a non-professional position relating to the delivery of human services programs in public or private agencies.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:** Possession of a valid New York State driver's license at time of appointment, and this license must be maintained throughout employment.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

#### **Applications can be obtained at:**

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@greeneconomy.gov](mailto:hr@greeneconomy.gov).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.