

ALLEGANY COUNTY DEPARTMENT OF
HUMAN RESOURCES/CIVIL SERVICE

7 Court Street, Room 216
Belmont, New York 14813
Telephone: 585-268-9212 Fax: 585-268-9742

PROVISIONAL OPENING FOR EMPLOYMENT SPECIALIST

There is a provisional opening in the Allegany County Department of Social Services for the position of Employment Specialist.

Salary Range: \$20.52 - \$24.76/hour

Within general parameters, this position allows for considerable latitude in formulating employability plans with employable public assistance recipients and insuring their implementation. There is room for creativity in the utilization of community and agency resources, and the work involves an advisory role related to both client eligibility and to managers, based on data collected, regarding degree of success of various types of plans. General supervision is received from Senior Social Welfare Examiner and administrative supervision received from the Principal Social Welfare Examiner. Does related work as required.

Knowledge of federal, state and local laws and programs related to employability; knowledge of other benefit and service programs available to reduce barriers to employment such as Office of Vocational Rehabilitation, Council on Alcoholism and Substance Abuse, Private Industry Council, Department of Labor, and Social Security; ability to analyze data, conduct realistic assessments, use of sound judgment in establishing plans; ability to establish and maintain an appropriate records-keeping system; succinct and focused written and verbal communications skills; initiative; tact; emotional maturity; ability to work well with clientele and co-workers; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional: One year of permanent competitive class status as a Social Welfare Examiner in Allegany County Department of Social Services, or two years of permanent competitive class status in a senior level clerical position in a Department of Allegany County.

Open Competitive: Two years' experience in a human service agency in at least a paraprofessional level, which will have involved at least the equivalent of one year involved in employment interviewing, employability assessment, or employment counseling.

NOTE: For open competitive qualifications, study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for the experience in a year for year basis.

This is a competitive class position. The appointment is provisional and will be made in accordance to Civil Service Rules & Law.

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department. There is no fee at this time.

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