



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 24-051 **POSTING DATE*:** FROM: 8/12/24 TO: until filled

JOB TITLE: Specialist, Services for the Aging (HELPS Program)

RATE OF PAY: Current 2024 Rate: \$28.39/hr // Pending New 2024 Rate: \$29.83/hr (new rate contingent on Board approval of new CSEA Contract on 8/22/24)

LOCATION: Ontario County Office for the Aging

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, AND one year (1) of full-time paid experience, or its part-time equivalent, in human services or the field of aging; OR
2. Possession of an Associate's Degree AND three (3) years of full-time paid experience, or its part-time equivalent, as defined in (1) above; OR
3. Graduation from high school or possession of an equivalency diploma AND five (5) years of full-time paid experience, or its part-time equivalent, as defined in (1) above; or
4. An equivalent combination of training and experience as defined by the limits of (1), (2), or (3).

SPECIAL NOTE: EDUCATION: 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.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

SPECIALIST, SERVICES FOR THE AGING

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, AND one year (1) of full-time paid experience, or its part-time equivalent, in human services or the field of aging; or
2. Possession of an Associate's Degree AND three (3) years of full-time paid experience, or its part-time equivalent, as defined in (1) above; or
3. Graduation from high school or possession of an equivalency diploma AND five (5) years of full-time paid experience, or its part-time equivalent, as defined in (1) above; or
4. An equivalent combination of training and experience as defined by the limits of (1), (2), or (3).

SPECIAL NOTE: EDUCATION: 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.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the operation of an Office for the Aging or assisting in the implementation or operation of a services component of the Office for the Aging. Work may be performed under the general supervision of a of the Director or Coordinator, Services for the Aging. Supervision may be exercised over subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the implementation and operation of a specific service component or performs a variety of tasks in support of programs and services for older persons;
 Assists clients with Medicare and other supplemental insurance programs;
 Assists the Coordinator, Services for the Aging or the Director in the performance of their duties;
 Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;
 Works directly with older persons or their delegates and identifies agencies and individuals potentially useful to older persons;
 Responsible for the development and adjustment of care plans that address all the needs of a client;
 Attends meetings and speaks to groups concerning the problems of older persons and the role of the Office for the Aging;
 Makes recommendations to Director regarding programs and services for older persons;
 Maintains records and a tracking system for clients;
 Prepares reports and forms in compliance with program policies and procedures;
 Supervises the activities of assigned staff and volunteer workers.

Continued on Page 2

SPECIALIST, SERVICES FOR THE AGING

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs and interests of the aging; working knowledge of community agencies, facilities and services which can be utilized to aid the elderly; working knowledge of public information and relations techniques; ability to organize; ability to communicate clearly and effectively both verbally and in writing; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

APPROVED: FEBRUARY 3, 1998

REVISED: 2/6/18, 7/9/19, 8/25/22, 8/4/23, 10/25/23

CIVIL SERVICE CERTIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES