



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 #: 24-056 **POSTING DATE*:** FROM: 9/6/24 **TO:** 9/17/24

JOB TITLE: Supervising Specialist, Services for the Aging (Pending)

RATE OF PAY: \$33.03/hr

LOCATION: Ontario County Office for the Aging

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

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 in a human services, social work or related field AND two years (2) of full-time paid experience, or its part-time equivalent, in human services field or the field of aging; OR
2. Possession of an Associate's Degree in a human services-related field AND four (4) years of full-time paid experience, or its part-time equivalent, as defined in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) & (2) above.

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.

NOTE: Human service experience is defined to mean experience which shall have involved a one-on-one interaction with a client, in order to actively facilitate the identification of client needs and goals through the interview process; as well as, the development of a service plan, (i.e.: identification and coordination of services available in the agency or the community to meet these needs and goals).

NOTE: A human services field includes majors in social work, psychology, mental health, early childhood development, gerontology, vocational and or psychological counseling, occupational therapy, physical therapy, therapeutic recreation, education, and nursing.

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*: 9/17/24

* 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.

SUPERVISING SPECIALIST, SERVICES FOR THE AGING

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DISTINGUISHING FEATURES OF THE CLASS: This position involves program management and participation in the services component of aging services through direct case work. The incumbent in this position assists the Director in the implementation, operation and supervision of a specific service component or program(s) area and general, specific, and long-range planning for aging services. The work is performed under the direct supervision of the Coordinator of Services or the Director. Supervision is exercised over subordinate personnel. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and trains personnel in the planning and delivery of services;
 Plans, organizes and implements Federal, State and local required training;
 Provides case management including in-home client assessment and development of care plans and maintains electronic case records;
 Regularly reviews case records for compliance with regulations and evidence of good casework practice;
 Assists clients with Medicare and other supplemental insurance programs;
 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;
 Makes recommendations to Director regarding programs and services for older persons;
 Prepares reports and forms in compliance with program policies and procedures;

SUPERVISING SPECIALIST, SERVICES FOR THE AGING

TYPICAL WORK ACTIVITIES: (Illustrative only) (continued)

Assists with administrative functions of the office such as, by not limited to, staffing, recruitment, and staff performance appraisals;
Participates in daily staff meetings to provide needed direction;
Participates in supervisors' meetings and advisory council meetings and committees;
Provides employee counseling as needed;
May assist with aging related grant projects;
May make supervisory home visits to observe and supervise case manager performance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the aging process and needs of older adults; thorough knowledge of programs and services available through Office for the Aging and other services providers; good knowledge of Federal, State and local laws applicable to Aging services; Good knowledge of modern principles and practices of social work; ability to plan and supervise the work of others; ability to communicate with older persons who may have physical or language difficulties; ability to work effectively with subordinates, peers and supervisors; ability to communicate clearly and effectively both verbally and in writing; initiative; courtesy and tact; physical condition commensurate with the demands of the position.

REVISED: 06/11/2021, 10/25/23

CIVIL SERVICE CERTIFICATION: COMPETITIVE

JURISDICTION: OFFICE FOR THE AGING

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES