

SOCIAL SERVICES SPECIALIST I TRAINEE

Under supervision of higher-level employees, incumbent serves as a trainee, learning the principles, practices and procedures of public sector social services case management, as well as acquiring the ability to provide these services and apply these skills and knowledges in handling an assigned case load. Appointees to this class are provided training for a period of one year, consisting of on-the-job as well as classroom/workshop instruction designed to provide the essential knowledges, skills and abilities toward fulfilling the full responsibilities of the position. Trainees receive instruction on the mission and organization of the department, the legal and theoretical framework of departmental programs, with special attention to federal, state, and local laws, rules and regulations and program eligibility criteria. Assignments initially predominantly involve case load maintenance activities but as experience in the Social Service programs is gained, the workload and the complexity of the duties will increase. As familiarity with the various financial service programs (public assistance, medical assistance, food stamps, etc.) increases, greater leeway for independent judgment in the performance of the duties will be allowed. Upon the successful completion of the one-year training program, the employee is promoted to the full performance position of Social Service Specialist I without further examination. Supervision is not a function of this class. Performs related work as required.

This is a Competitive position. Applicants must meet the stated minimum qualifications. Any appointment would be made on a Provisional basis, pending the future administration of a Civil Service examination.

FOR MORE INFORMATION FOR THIS
POSITION PLEASE VISIT
PUTNAMCOUNTYNY.COM/PERSONNEL



\$51,384 – \$65,092
per year

FULL-TIME
COMPETITIVE

BENEFITS INCLUDED:

- **Dental insurance**
- **Health insurance**
- **Paid time off**
- **Retirement plan**
- **Vision insurance**

LOCATION:
DEPARTMENT OF SOCIAL
SERVICES & MENTAL HEALTH
110 OLD ROUTE 6
CARMEL NY 10512

**VIEW BACK TO SEE IF
YOU WOULD QUALIFY!**

SOCIAL SERVICES SPECIALIST I TRAINEE



MINIMUM QUALIFICATIONS:

Associate's degree or the completion of sixty (60) credits.

PLEASE NOTE: 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.

SPECIAL REQUIREMENTS:

Possession of a valid, unrestricted, appropriate level driver's license, and acceptable driving record are required at time of appointment and must be maintained throughout employment.