JOB OPENING

COMMUNITY SERVICES AIDE – One (1) up to one year temporary position in the Department of Social Services, Temporary Assistance Division. CSEA Grade 2, Entry-Level Salary: $10.87/hr.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, the Community Services Aide performs a variety of miscellaneous support duties related to the various programs administered by the social services department.

GENERAL STATEMENT OF DUTIES: The following work activities serve as examples only and shall not be construed to limit the employee’s terms of employment. Under no circumstances shall an employee be limited to them.

In the Financial Eligibility Determination Section: Performs specific assignments as delegated, such as, explaining entitlements and other phases of the department’s services to applicants and members of the community, acting as interpreter to help clients and workers facilitate the eligibility determination process, assisting applicants in completing necessary forms, caring for children, gathering routine data and other assignments as designated.

REQUIRED SKILLS AND ABILITIES: Good interpersonal communication skills; the ability to read and write in standard English; the ability to understand and follow instructions; sensitivity to the reactions of others; tact; judgment; emotional maturity; good physical condition; and good oral communication skills.

MINIMUM QUALIFICATIONS: Graduation from a standard high school or possession of a general equivalency diploma.

This is a noncompetitive Civil Service position.

THOSE INTERESTED MUST SUBMIT A COMPLETED COUNTY APPLICATION (MAY INCLUDE RESUME) NO LATER THAN THURSDAY, OCTOBER 26, 2017, AT 4:30 P.M. TO: KIM STANTZ, CHEMUNG COUNTY DSS, STAFF DEVELOPMENT OFFICE, PO BOX 588, ELMIRA, NY 14902-0588.