

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA
announces that a vacancy exists in the City of Utica for
OUTREACH WORKER

Salary: \$39,077.00 - \$43,358.00

Classification: CSEA, Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance, Dental Insurance, and Vision coverage

DISTINGUISHING FEATURES OF THE CLASS: This positions exists in the Department of Urban and Economic Development and involves responsibility for assisting clients in obtaining needed programs and social services such as home services, rental assistance, income maintenance and housing. The work may also involve home visits to aid clients who are unable to leave their homes. The work is performed under general supervision of a higher level employee. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews clients to discern needs and makes referrals to appropriate agency or contact person;
Assists higher level administrative staff in carrying out the day-to-day operations details of housing assistance and outreach programs as well as special short-term programs;
Visits clients in the home to assess needs to identify problems and then serves in an advocacy capacity to bring about desired or necessary corrective action;
Disseminates information on available programs and services and provides orientation;
Assists in location necessary help from community and follows up to make sure service is provided;
Counsels clients and their families and makes necessary referrals;
Provides technical assistance and guidance in the fields of income maintenance and housing;
Keeps files of agencies and services available county-wide, as well as state and national agencies;
May prepare periodic and special reports on program activities and make recommendations or suggestions for improving services or modifying operations;
Maintains records and statistics on program components;
May do intake and screening for applicants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the characteristics, needs and interests of the clients to be served; good knowledge of human services agencies and programs in the community; good knowledge of relevant rules and regulations pertaining to the program concerned; ability to relate to clients; ability to understand and carry out written and oral instructions ability to communicate effectively, both verbally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Psychology, Sociology, Social Services, Human Services, or Education; OR
- (B) Graduation from a regionally accredited or New York State registered two year college or university with an Associates Degree in Human Services, Human Resources, Health, Health Education; OR
- (C) Graduation from High School or possession of a High School Equivalency Diploma and two (2) years of full-time paid experience or non-paid volunteer experience in community or human services, counseling, social work or related field.

Applications:

Applications/resumes should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call the Housing Assistance Administrator Krystal Curley (315) 792-0210

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 12/15/23)