



CASE MANAGER I (HELP PROGRAM)

Department of Community and Family Services

Salary Range: \$60,204

This is a position in the Dutchess County Department of Community and Family Services. This is a responsible position involving the delivery of human services to members of the community upon request or by judicial determination of the necessity for such services. Case management may be rendered in the form of undercare and care planning or through administration of a designated program. Work is performed under the direct supervision of a higher-level employee. Supervision may be exercised over subordinate employees. Travel in the course of a workday and out-of-hours may be required.

TYPICAL WORK ACTIVITIES:

Provides service planning and undercare to assigned caseloads in the form of interviewing, counseling, coordination, linking, advocacy for ancillary services, and transportation; serves as program administrator in areas such as institutional undercare, housing, or post-institutional service delivery; studies background and need for care of children/adults referred, securing information from the individual, the family, relatives, schools, churches, family courts, agency personnel, and outside agencies; provides preventive services to families of high-risk children to avert foster care; in consultation with supervisor determines necessity and location for foster placement; oversees care of children in foster homes, or individuals in adult homes; works with parents/guardians for the purpose of rehabilitation and behavior modification; establishes a relationship with individuals and families to ensure provision of services; determines need for services via client contact; authorizes expense payments; advocates for individuals and families in times of crisis; maintains liaison with community agencies and resources for purpose of client referral; composes and maintains case records on assigned caseloads; prepares and regularly reviews service plans; maintains a daily activity log for accountability; prepares affidavits and petitions and appears in court on behalf of agency; may be required to certify and/or recertify supervised or non-supervised housing; may supervise Case Manager Aides or support staff; or oversee contracted services; may be required to respond to telephone requests after working hours.

MINIMUM QUALIFICATIONS:

Bachelor's degree.

NOTE: Your degree or college credit 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 REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of appointment and to maintain position.

WHAT IS THE HELP PROGRAM? The HELP Program was developed to assist New York State in addressing a shortage of workers for some of our most important positions: health and human services. This program waives exam requirements to help New York State agencies more quickly hire diverse, qualified permanent employees.

FINGERPRINTING:

A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 11/7/2025.

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,

and mail it to the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie,
NY 12601

An EEO/AA Employer

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