



**CASE MANAGER AIDE**  
Department of Community and Family Services  
Salary: \$41,501

This position within the Department of Community and Family Services is responsible for providing safe and reliable transportation for clients to and from scheduled appointments, services, and other approved destinations. The role plays a supportive function in ensuring clients can access essential resources and maintain regular engagement with service providers. Prior specialized knowledge or training is not required for this position. Responsibilities are carried out in collaboration with designated supervisory staff. Supervision of other employees is not a function of the position.

**TYPICAL WORK ACTIVITIES:**

Transports clients to and from appointments, meetings, and other scheduled activities; Observes and reports any changes or deviations in a clients physical and mental condition to supervisory staff; maintains accurate records of daily transportation activities, including mileage, destination, and client interaction; coordinates daily schedules in accordance with assigned routes and clients' needs; ensures vehicles are clean, fueled, and maintained in safe operating conditions and reports maintenance issues as needed; maintains strict confidentiality of client information in accordance with departmental policies and applicable regulations.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency.

**SPECIAL REQUIREMENT:**

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

**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 12/31/2025**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

OR

Download an application from [www.dutchessny.gov/jobs](http://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