



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Service Coordinator
\$19.51 per hour**

Full benefits package including NYS Retirement

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from an accredited New York State registered or regionally accredited 4 year college or university with a Bachelor's degree in a health or human service field; or
- B. Graduation from an accredited New York State registered or regionally accredited 2 year college or university with an Associate's degree in a health or human services or related field and two years of service coordination experience; or
- C. Graduation from high school or possession of a high school equivalency diploma and four years of full-time experience as defined in (B);

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's License is required and must be maintained throughout employment.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:
8/28/18, or until position is filled

DISTINGUISHING FEATURES OF THE CLASS:

This professional work involves responsibility for the administrative coordination and financial supervision of education and service programs for children with special needs required by New York State. The work is performed under the general supervision of the Public Health Director. Wide leeway is allowed for the exercise of independent judgement in carrying out the details of the work. The role of the Service Coordinator is to identify clients in need of Early Intervention or Pre-School Program services, ensure timely evaluations are completed, services are put in place and to coordinate these programs and services to maximize the benefits of services and optimum improvement to individuals served. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Coordinates required services for children with special needs and makes appropriate referrals;
Coordinates and participates in the development of an individualized, goal oriented service plan;
Facilitates and participates in the development, review and evaluation of individualized Family Service plans,
Coordinates with medical and health care providers;
Facilitates the development of a transition plan to preschool services if appropriate or to other available supports and services;
Coordinates County responsibilities for the transportation of children in the Early Intervention and Pre-School program to needed services;
Acts as departmental liaison with service providers and monitors related service contracts;
Represents the County department at meetings with local agencies and schools regarding programs and services for children with special needs;
Completes detailed reports and records related to the program;
Performs other required duties, as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of child development and behavior principles and practices; Good knowledge of State and Federal Laws pertaining to the Early Intervention Program and the Pre-School Program; Good knowledge of the nature and scope of services available under the Early Intervention and the Pre-School Program; Ability to plan, organize and control the delivery of services provided; Ability to establish and maintain effective relationships with others working in the schools, governmental agencies, provider agencies, service providers and the general public; Ability to communicate effectively both orally and in writing; Ability to prepare detailed reports.

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