



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** **ADDICTION SERVICES OUTREACH SPECIALIST**  
(Provisional\* Appointment)

**SALARY:** \$43,336 - \$59,378 annually

**LOCATION:** Monroe County Department of Public Health

**HOURS:** Evening (3:00 p.m.-11:00 p.m.)  
Overnight (11:00 p.m.-7:00 a.m.)  
Occasional weekends

### **JOB SUMMARY:**

This position, located in the Department of Public Health, is responsible for supporting the efforts of Monroe County government to treat and prevent substance use through community outreach. A majority of duties are performed in the streets and at events. The employee reports directly to, and works under the general supervision of an Addiction Services Outreach Supervisor or other higher-level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent professional\*\* experience conducting community outreach, or in responsible public contact work,\*\*\* or healthcare, or substance use education, or providing direct substance use prevention or treatment services; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*\*Professional experience, for the purposes of these minimum qualifications, does not include clerical, secretarial, reception or similar duties.

\*\*\*Responsible public contact work, for the purposes of these minimum qualifications, is defined as substantial face-to-face or telephone communication with adults (age 12+) involving customer service, persuasion, teaching, negotiation, explaining, counseling, or similar activities. The nature of the content is such that it requires judgment on the part of the individual in dealing with or responding to another person.

**SPECIAL REQUIREMENTS:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

Effective February 2023 through December 2024, Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL RD. – ROOM 752B  
ROCHESTER, NEW YORK 14620

**Posting Date:** October 26, 2023

**Posting Deadline:** December 22, 2023

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.