



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                   **ASSISTANT HEALTH SERVICES COORDINATOR**  
(Provisional\* Appointment)

**SALARY:**               \$47,569 - \$65,177 annually

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

### **JOB SUMMARY:**

This is a professional position located at the Department of Public Health responsible for assisting families and children (infants to three [3] years of age) in obtaining services recommended by professionals such as physicians, school district staff and providers. Duties include authorizing appropriate services, securing the services, and monitoring the services delivered by professionals. The employee reports directly to and works under the general supervision of a Senior Assistant Health Services Coordinator or other higher-level senior 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; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus two (2) years paid full-time or its part-time equivalent experience working with children in any structured, organized program or service including, but not limited to, education, counseling, health, and sports; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience as described in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

### **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:**

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 ROAD, ROOM 752B  
ROCHESTER, NEW YORK 14620

**Posting Date:** October 25, 2024

**Posting Deadline:** November 15, 2024

\*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.