



Department of Human Resources & Civil Service

Job Announcement

Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **CHILDREN'S PROJECT COORDINATOR**
(Provisional* Appointment)

SALARY: \$54,665 - \$75,072 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This position in the Department of Human Services is responsible for managing the implementation and operation of a state grant funded initiative aimed at reducing and preventing the placement of children into residential care. The Coordinator serves as liaison to participating local and state agencies, families, community organizations and schools. Further, the Coordinator convenes, chairs and facilitates interagency case conferences and interagency team meetings to develop individualized services, plans for children/families to avoid placement and identifying gaps and barriers to community based-service delivery. The employee reports directly to and works under general supervision of the Director of Human Services. 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 four (4) years paid full-time or its part-time equivalent professional** experience in a child serving system***; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus two (2) years of experience as defined by the limits of (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**professional experience does not include clerical, secretarial or receptionist type duties.

***child serving system includes but is not limited to school districts, social services, criminal justice, mental health, or any other agency that makes placements for children.

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.

SPECIAL REQUIREMENTS (continued):

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 HUMAN SERVICES
111 WESTFALL ROAD – ROOM 752B
ROCHESTER, NEW YORK 14620

Posting Date: September 27, 2024

Posting Deadline: October 31, 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.