



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **FAMILY OUTREACH SPECIALIST**
(Provisional* Appointment)

SALARY: \$37,447 - \$51,308 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This position is responsible for conducting outreach to families of missing, unidentified, and deceased individuals, to provide and obtain information as permitted by law in a timely manner, as well as refer next-of-kin to the appropriate services and resources. Duties involve serving as a liaison between families of missing, unidentified, and deceased individuals and the Office of the Medical Examiner to offer assistance and navigation in accessing and connecting with needed resources while complying with §677 of New York County Law and other relevant confidentiality standards. This position also is responsible for educating the families of missing individuals about appropriate authorities and organizations to engage with. This position also requires the ability work within a strict legal framework and to accurately document activities and communications with the public. The employee reports directly to, and works under the general supervision of a Chief Medical Investigator or other higher-level staff member. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

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

- (A) Graduation with an Associate's degree in a social science, behavioral science, Social Work or an education or human services field; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience conducting community outreach activities, or responsible public contact work**; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**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, and 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.

SPECIAL REQUIREMENTS (continued):

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:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

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, RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: February 28, 2024

Posting Deadline: April 30, 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.