



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Assistant Coordinator of Children's Center (*Provisional Appointment)

SALARY: \$55,520- \$71,598 annually

LOCATION: Monroe County Department of Human Services - **Children's Center**
Regular Scheduled work days will be either: Sunday-Thursday or Tuesday – Saturday
Hours will be either 8:30am-5pm or 9:30am – 6pm

JOB SUMMARY:

This is an administrative position in the Monroe County Children's center responsible to oversee and direct the daily care provided to children residing in the facility. Work involves responsibility for participating in developing and implementing policies and procedures for the secure detention facility, as well as for overseeing the recruitment, orientation, training, supervision and evaluation of subordinate child care staff. General supervision is exercised over a subordinate supervisory child care staff. The employee reports directly to and works under the general supervision of the Coordinator of the Children's Center. Does related work as required.

MINIMUM QUALIFICATIONS: Possession of a high school or general equivalency diploma plus:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Social Work or Public Administration, plus four (4) years paid full time or its part time equivalent professional* experience as a counselor** dealing with youth*** regarding mental health or substance abuse issues, one (1) year of which must have included responsibility for daily management of programmatic or clinical operations, and one (1) year of which must have been in a supervisory capacity****.

***Professional experience** does not include clerical, secretarial, maintenance or other similar experience.

****counselor experience** must involve interviewing individuals and/or families, discussing and evaluating their problems (e.g., drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate progress.

*****youth** includes anyone aged ten (10) to twenty-two (21) years.

******supervisory capacity**, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENTS:

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

Additional Information:

Candidates for employment with Monroe County will be required to pass a pre-employment drug test. Candidates for employment with the Monroe County Government will be required to pass a Pre-Employment Background Investigation. The candidate will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to: Monroe County Department of Human Services
111 Westfall Rd-Human Resources Rm:752B
Rochester, NY 14620

Posting Deadline: December 31, 2009

*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) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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