



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

Title: LEISURE SERVICES ASSISTANT
***Provisional Appointment**
Salary: \$22,612 - \$29,153
Department: Monroe Community Hospital
Hours: 80 hrs.

*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.

Job Summary: This is a para-professional position at Monroe Community Hospital responsible for implementing recreational and leisure activities for residents of the facility. The employee reports directly to and works under the general supervision of the Director of Resident Programs and Lifestyle Service. Supervision of others is not a responsibility of this class. Does related work as required.

IN ORDER TO PERFORM THE DUTIES OF THIS POSITION, AN APPLICANT SHOULD BE ABLE TO:

- Implement recreational and leisure activities to groups and individuals;
- Work with a diverse population;
- Prepare statistical reports;
- Establish and maintain effective working relationships;
- Operate a motor vehicle/van;
- Follow directions; be resourceful;
- Physical condition commensurate with the demands of the position

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 an Associate's degree in Recreation, Physical Education, Human Services, Gerontology, Music Therapy, Art Therapy or Dance Therapy; OR,
- (B) Two (2) years of full-time or its part-time equivalent experience providing recreational activities, physical education, or art, dance or music therapy; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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 the ability to meet the transportation needs of the position.
- Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.
- Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

NOTE: Applications must be filled out in entirety and can be downloaded from www.monroehosp.org or obtained from the Monroe Community Hospital, Human Resources office, 435 E. Henrietta Road, Rochester, NY 14620

Posting Date: April 4, 2011
Application Deadline: April 22, 2011