



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **EMERGENCY HOUSING SPECIALIST** (Provisional* Appointment)

SALARY: \$28,574 - \$37,461 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This position, in the Department of Human Services is responsible for various liaison activities involved in obtaining and maintaining emergency housing for the homeless. The employee has contact with homeless families and individuals, some who may suffer from problems such as mental health issues or substance abuse. Work also involves on-site inspection of houses and property to ensure appropriate living conditions. The employee reports directly to, and works under the general supervision of, a higher-level staff member. Staff supervision is not a responsibility of the class. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus two (2) years paid full-time or its part-time equivalent experience in a professional** interviewing capacity or in a neighborhood social service center in a social work or counseling capacity.

Education beyond high school may be substituted for the experience requirement on a year-for-year basis.

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

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. 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.

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 Road - Human Resources Rm:752B
Rochester, NY 14620

Posting Date: April 23, 2013

Posting Deadline: May 7, 2013

*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.