



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: ASSISTANT COORDINATOR OF CHILDREN'S CENTER (Provisional* Appointment)

SALARY: \$58,330 - \$75,511 annually

LOCATION: Monroe County Department of Human Services - Children's Detention Center

JOB SUMMARY:

This is an administrative position in the Monroe County Children's Center, a secure detention facility, responsible for overseeing and directing the daily care provided to adolescent children ages ten (10) - twenty one (21) residing in the facility. Duties involve participating in developing and implementing policies and procedures for the secure detention facility, as well as overseeing the recruitment, orientation, training, supervision and evaluation of subordinate facility staff. The employee reports directly to, and works under the general supervision of, the Coordinator of Children's Center or other higher-level staff member. General supervision is exercised over a subordinate supervisory child care staff including Supervising Child Care Workers and Senior Child Care Workers. 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 Master's degree in a behavioral science field** or a social science field*** or human services field****, Public Administration, Industrial and Labor Relations, Nursing, Education or a closely related field, plus three (3) years paid full-time or its part-time equivalent professional***** experience as a counselor***** dealing with individuals aged ten (10) to twenty-one (21) years in a residential or clinical setting, a secure or non-secure detention center, or a community based child or family service agency, one (1) year of which must have included participation as a team member on a multi-systemic therapy treatment team (trying to affect change to variables [family, school etc.] shown to be factors in anti-social and/or violent behavior) two (2) years of which must have been in a supervisory capacity*****; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (A) above, plus four (4) years paid full-time or its part-time equivalent professional***** experience as a counselor***** dealing with individuals aged ten (10) to twenty one (21) in a residential or clinical setting, secure or non-secure detention center, one (1) year of which must have included participation as a team member on a multi-systemic therapy treatment team (dealing with trying to affect change to variables [family, school etc.] shown to be factors in anti-social and/or violent behavior) two (2) years of which must have been in a supervisory capacity*****; OR
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

****Behavioral Science field**, for the purposes of these minimum qualifications, includes fields such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare, vocational rehabilitation, and social psychology.

*****Social Science field**, for the purposes of these minimum qualifications, includes fields such as anthropology, criminal justice, economics, geography, history, political science, psychology, and sociology.

******Human Services field**, for the purposes of these minimum qualifications, includes fields such as social work, psychology, gerontology, and vocational and/or psychological counseling, as well as therapeutic modalities such as occupational therapy, physical therapy, and therapeutic recreation.

*******Professional experience**, for the purposes of these minimum qualifications, does not include clerical, secretarial, maintenance or other similar experience.

*******Counselor experience**, for the purposes of these minimum qualifications, 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.

*******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:

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.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: July 14, 2016

Posting Deadline: July 28, 2016

*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.