



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE:**                    **DIRECTOR OF RESIDENT PROGRAMS AND  
LIFESTYLE SERVICE**  
(Provisional\* Appointment)

**SALARY:**                \$56,838 - \$78,167 annually

**LOCATION:**              Monroe Community Hospital

**JOB SUMMARY:**

This is an administrative position at Monroe Community Hospital responsible for the provision of resident programs and lifestyle enhancement/quality of life services for residents of the facility, including Resident Programs, Volunteers, Customer Services, Pastoral Care and other departments and services as appropriate. Responsibilities also include recruitment of staff, training and supervision, monitoring programs and budget preparation. Employee reports directly to and works under the general supervision of the Assistant Director of Patient Services and is responsible for the supervision of subordinate staff. 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 Bachelor's degree plus five (5) years of full-time or its part-time equivalent administrative\*\* experience in a long-term care residential health facility, including two (2) years directly supervising employees; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus three (3) years of full-time or its part-time equivalent experience as mentioned in (A) above including two (2) years directly supervising employees; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

\*\*administrative experience is defined as responsible direction and control of an identifiable organizational unit or program; in addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel which do not involve overall responsibilities as explained in the preceding sentence is NOT considered administrative experience.

**SPECIAL REQUIREMENTS:**

Must meet one of the following at time of appointment according to Section 415.5 of the New York State Nursing Homes-Minimum Standards:

- 1. Must be a qualified Therapeutic Recreation Specialist who is eligible for certification as a Therapeutic Recreation Specialist by a recognized accrediting body on or after August 1, 1989; or

**SPECIAL REQUIREMENTS (continued):**

2. Must have two (2) years of experience in an age-appropriate social or recreational program within the last five (5) years, one of which was full-time in a patient or resident activities program in a health care setting; or,
3. Must be a qualified Occupational Therapist or Occupational Therapy Assistant.\*\*\*

\*\*\*must be a New York State licensed Occupational Therapist or New York State certified Occupational Therapy Assistant at time of appointment when employed in Monroe County.

If you are appointed, you will be required to have a valid license to operate a motor vehicle and be eligible for a Class \*C\* Commercial Driver's License (CDL) in New York State.

This position is subject to a background check for criminal convictions. Convictions will be considered but will 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.

**ADDITIONAL INFORMATION:**

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 COMMUNITY HOSPITAL  
ATTENTION: PERSONNEL  
435 EAST HENRIETTA ROAD  
ROCHESTER, NY 14620

**Posting Date:** January 9, 2025

**Posting Deadline:** Until filled

\*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.