



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea Guzzetta  
Director

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**TITLE: SENIOR COMMUNITY OUTREACH SPECIALIST  
(Provisional\* Appointment)**

**SALARY:** \$38,936 - \$49,380 annually

**LOCATION:** Monroe County Department of Human Services – Office of Mental Health

**JOB SUMMARY:**

This position is responsible for conducting outreach by engaging the community and providing information regarding available mental health, substance use, and intellectual/developmental disability services and other community resources that can benefit potential recipients of behavioral health, specialty, and other services including high risk and high need individuals. Duties involve serving as a liaison to offer assistance and navigation to support community members in accessing and connecting with needed community resources. This position differs from Community Outreach Specialist by virtue of providing presentations to the community regarding available services, oversight of staff and assisting in the overall coordination of services and opportunities to ensure adherence to the program's mission and values. The employee reports directly to, and works under the general supervision of a Community Mental Health Services Manager or other higher-level staff member. 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 in a social science, behavioral science, Social Work or an education or human services field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the above fields mentioned in (A) above plus two (2) years paid full-time or its part-time equivalent experience conducting community outreach activities, or responsible public contact work\*; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience conducting community outreach activities, or in responsible public contact work\*\*; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*\*Responsible public contact work, for the purposes of these minimum qualifications, is defined as substantial face-to-face, or telephone communication with adults (age 12+) involving customer service, persuasion, teaching, negotiation, explaining, counseling, and similar activities. The nature of the content is such that it requires judgment on the part of the individual in dealing with or responding to another person.

**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:** June 10, 2021

**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.