



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea Guzzetta  
Director

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**TITLE: SPECIAL CHILDREN'S SERVICES COORDINATOR  
(Provisional\* Appointment)**

**SALARY:** \$51,882 - \$65,799 annually

**LOCATION:** Monroe County Department of Public Health

**JOB SUMMARY:**

This position is responsible for coordinating the activities of the Early Intervention and Preschool programs for the Special Children's Services program in the Department of Health. Work involves developing, implementing, monitoring and modifying policies and procedures to ensure compliance with Federal and State laws governing Early Intervention and Preschool programs. General supervision is exercised over health services staff. The employee reports directly to and works under the general supervision of the Special Children's Service Administrator or other administrative staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Early Childhood Special Education, Social Work, Health Sciences, or Human Services, plus one (1) year paid full time or its part time equivalent experience working with developmentally delayed infants and/or toddlers (birth to three years) and their families, OR working with developmentally disabled preschoolers and their families that involved in both cases direct service provision\*\* ; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Early Childhood Special Education, Social Work, Health Sciences or Human Services, plus three (3) years paid full time or its part time equivalent experience working with developmentally delayed infants and/or toddlers (birth to three years) and their families, OR working with developmentally disabled preschoolers and their families that involved in both cases direct service provision\*\* ; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above

\*\*For the purpose of these minimum qualifications, direct service provision is defined as face to face contact with family and children in their homes as opposed to an office environment.

**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 PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B  
ROCHESTER, NY 14620

**Posting Date:** August 6, 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.