



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: SUPERVISOR OF VOLUNTEER/PATIENT RELATIONS SERVICES (Provisional* Appointment)

SALARY: \$45,711 - \$57,973 annually

LOCATION: Monroe Community Hospital

HOURS: Full-time

JOB SUMMARY:

This is an administrative position at Monroe Community Hospital (MCH) responsible for developing and coordinating a program to recruit and utilize volunteers. The employee recruits, trains, supervises and assigns volunteer workers. The employee develops and implements volunteer training and programs to meet the needs of MCH residents. The employee reports directly to and works under general supervision of an administrative staff member. Direct supervision is exercised over subordinate staff and volunteer workers. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent professional** experience in personnel administration, human resource management, administration of volunteer services, or administration of a social or human service program; OR,
- (B) Graduation from a regionally accredited college or university with a Master's degree and one (1) year of experience as defined in (A) above; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**professional experience does not include clerical, secretarial or receptionist 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.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

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

Posting Date: November 14, 2018

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.