

COORDINATOR OF HUMAN SERVICES SYSTEMS

Code No. 3-19-001

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for developing and implementing a service system for City School District students and their parents that links schools with health and a variety of social services. The work requires contact with outside agencies, including City, County, United Way, community based organizations, school based management teams and various departments within the City School District to coordinate complex youth services systems. The employee reports directly to and works under the general supervision of the Supervising Director of School Administration and Support Services. General supervision is exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Provides assistance and direction to school based management teams as well as various departments within the City School District such as Pupil Personnel Services, Human Resources, and Curriculum-Health Education to assure implementation of the District's policies related to health and Social Services;

Works closely with human services funding and planning organizations to develop and implement a comprehensive, cohesive services system which can meet the complex needs of the District's students and their families;

Leads the design task for linking health and human services into Community Alliance Schools;

Supervises the Central Office, Drug and Alcohol School Community Initiatives, and department staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the City School District's education and prevention goals and objectives; good knowledge of the functions and purposes of the departments within the City School District as related to pupil services; good knowledge of community resources, referral and human service agencies; organizational skill; analytical ability; ability to develop a comprehensive youth service plan to link schools with health and social services; ability to coordinate education, health and human youth services; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to develop and monitor a budget; supervisory ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Social Work, Psychology or Human Services; plus EITHER:

- (A) Five (5) years paid full-time or its part-time equivalent experience in youth service work* three (3) of which must have involved youth services planning; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university

with a Master's degree in Education, Social Work, Psychology, or Human Services plus three years of experience as defined in (A); two (2) years of which must have involved youth services planning; OR,

- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*Youth service work is defined as organized programs aimed at youth typically operated by youth bureaus, character building organizations, churches, and social service organizations that are mainly concerned with delinquency prevention and social growth. It does not include classroom teaching (or similar activities which are essentially academic in nature) nor organized athletics.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 19, 1992

REVISED: November 18, 1993