

# HERKIMER COUNTY JOB OPENING

**Department:** Public Health

**Title:** Senior Family Services Specialist  
*Permanent Opening, Full Time Position*

**Salary:** \$41,200.00 (2024 base pay rate)

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for fulfilling those functions and activities necessary to assist and enable eligible infants, toddlers and their families to receive the rights, procedural safeguards and services that are authorized to be provided under state and federal law, including other services not required under the EIP (Early Intervention Program), but for which the family may be eligible. This class differs from Family Services Specialist by virtue of the Senior responsibilities. This position will not only maintain a caseload, but will also monitor the service delivery system. Included in the Senior function will be staff development and an active role in making the public and community agencies aware of the needs and concerns of eligible children and their families in the Early Intervention Program. The work is performed under the general supervision of the Early Intervention Director. Wide latitude is permitted for the exercise of independent judgement. Does related work as required.

## **MINIMUM QUALIFICATIONS:**

**Promotion:** One year of permanent competitive class status as a Family Services Specialist.

## **Open Competitive:**

**Either:** (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Health, Education, Human Services, or a related field and one year of experience in service coordination activities\*

**Or:** (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Health, Education, Human Services, or a related field and three years of experience in service coordination activities\*

**Special Requirements:** Senior Family Services Specialists shall participate in all required service coordination training sessions sponsored and/or approved by the NYS Department of Health within one year of appointment, **And;**

Certain assignments to employees in this class will require access to transportation to meet fieldwork requirements in a timely and efficient manner.

\* Service coordination activities shall mean:

- Coordinating the performance of evaluations and assessments
- Facilitating and participating in the development, review, and evaluation of family service plans
- Assisting families in identifying service providers
- Coordinating and monitoring the delivery of services, informing families of the availability of advocacy services
- Informing families of rights afforded to them under state and federal laws

**CONTACT** for further information:

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Herkimer, NY 13350  
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Please Post for 10 Working Days (5/15/2024 through 5/29/2024)