

SOCIAL SERVICES EMPLOYMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position responsible for overseeing, coordinating and implementing Social Services employment and daycare programs on the local level. The work involves considerable contact with educational and vocational training facilities and the local Working Solutions Center in order to assess, identify and develop employment and training opportunities for social services clients. Supervision is exercised over professional and clerical staff. The work is performed under the general direction of the Commissioner of Social Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and prepares the Annual Comprehensive Employment and Training plan for the agency;
- Plans and prepares the Daycare portion of the Services Plan;
- Develops, implements and evaluates the programs of the Social Services Employment and Daycare programs;
- Interprets Federal and State laws and regulations governing social services employment and daycare programs and implements policies and procedures to ensure compliance;
- Participates in the formulation of local policies and procedures to facilitate the effective and efficient delivery of employment and daycare programs;
- Serves on local community agency advisory boards;
- Coordinates agency operations with other public, private and community agencies to ensure comprehensive services for clients;
- Develops and implements contracts and agreements with educational and vocational training facilities and the State Employment Service to provide employment and training opportunities for social services clients;
- Maintains cooperative relationships with prospective local employers, economic development agencies, and daycare facilities and providers;
- Maintains cooperative working relationships with other units within the agency to facilitate the delivery of services;
- Serves as a liaison between the State and local agency and between the agency and the local community;
- Supervises staff, assigns work and establishes unit priorities and goals;
- Evaluates performance of assigned staff;
- Oversees, coordinates and participates in the training of staff;
- Prepares a variety of reports in accordance with local State and Federal requirements;
- Engaged in writing grant proposals in employment/daycare demonstration projects that may involve other community agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, practices and techniques employed in administering employment/daycare social services programs; good knowledge of casework and principles of supervision; good knowledge of Federal, State and local social services laws and programs; ability to supervise the work of others; ability to communicate effectively both orally and in writing; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either** (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree AND two (2) years of full time, paid experience involving employment programs, OR two (2) years of full-time paid experience as a Senior level or higher social welfare examiner.
- OR** (B) Graduation from a regionally accredited or New York State registered college or university with a Associate's Degree AND four (4) years of full time, paid experience involving employment programs OR four (4) years of full-time paid experience as a Senior level or higher social welfare examiner involving employment programs.
- OR** (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

Competitive Class
Established 12/23/2002 Personnel Officer
Revised 5/25/2007 Personnel Officer
Revised 7/5/2018 PO