

SENIOR EMPLOYMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Senior Employment Coordinator is responsible for overseeing and coordinating employment programs that assess the recipients' ability to work and their barriers to employment. The incumbent manages programs designed to aide public assistance recipients in locating, applying for, and obtaining employment or job training. This class differs from that of Employment Coordinator as a result of the increased responsibility, complexity, and scope of the duties of the position. Supervision is exercised over all employment program staff. Work is performed under the general supervision of the Deputy Commissioner of Social Services for Temporary Assistance with wide leeway allowed for the exercise of independent judgment in planning and carrying out program objectives. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, implements and evaluates the employment programs of the Department of Social Services, coordinating with other public and/or private agencies to ensure comprehensive services to clients;

Ensures adherence to correct administrative policies and formulation of procedures for reviewing, analyzing and evaluating employment systems and programs within the department;

Assists in developing long-range plans to maintain continuous services for effective program development;

Plans, organizes and supervises the work activities of employees assigned to the employment programs;

Interprets Federal, State and local rules and regulations mandated by the State and locally initiated training programs;

Oversees the registration and interviewing of recipients which determines their ability to work, work skills and employment opportunities;

Maintains liaison with the New York State Department of Social Services in interpreting and implementing directives concerning employment programs;

Reviews the effectiveness of the department's employment and training programs for public assistance clients and recommends changes;

Plans and negotiates agreements with public and private employers and educational institutions for the placement or training of employable social services recipients;

Develops training programs, using available resources and educational facilities, which will provide clients with basic social, educational, and vocational skills to prepare them for employment;

Pursues funding sources to provide employment, educational, case management and support services for Food Stamp and Temporary Assistance;

Maintains a liaison with other county and community agencies involved in training and placement;

Keeps records required by State and local regulation;

Prepares and maintains records and reports on program activities;

Prepares grant proposals and related program budgets;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the problems of the economically disadvantaged and the unemployed;
Good knowledge of the provisions of social services law, rules and regulations relating to the employment of clients;
Good knowledge of interviewing and placement techniques;
Good knowledge of economic conditions and trends of the local labor market;
Working knowledge of community organizations and human services agencies;
Ability to work with clients in a variety of counseling and vocational guidance situations;
Ability to plan, direct and supervise the work of others;
Ability to establish and maintain effective relationships with others;
Ability to communicate effectively both orally and in writing;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to prepare and manage a program budget;
Ability to operate a computer terminal;
Skill in organizing and analyzing information related to the Social Services Employment programs;
Good interviewing skills;
Physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelors degree and four years of experience in human resource management, public or personnel administration, employment counseling, job development, personnel counseling or placement, or labor relations; OR
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and six years of experience in human resource management, public or personnel administration, employment counseling, job development, personnel counseling or placement, or labor relations ; or
- C) An equivalent combination of training an experience as defined between the limits of A) and B) above.