

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

Employment Coordinator

Salary: \$45,706 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

This position involves responsibility for coordinating, planning and implementing client employment, internships and training programs. The incumbent acts as a liaison with contract agencies providing employment programs to ensure their proper implementation, inform clients in employment programs of supportive services available and monitors clients' adherence to work regulations and requirements. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out work details. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one (1) year of full time experience in a public service agency where the main job function was providing services and assistance to the public **OR**
- B. Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and three (3) years of experience as described in (A) above.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until position has been filled. Send application/resume to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the St. Lawrence County's website, <https://stlaw-portal.mycivilservice.com/> or by contacting Human Resources

(315)379-2210. **AA/EEO**

Posted: 11/13/2024