

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Office for the Aging is in search of:

Office for Aging Programs Coordinator

Salary: \$52,635 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 is responsible for reaching the senior citizen and disabled community of St. Lawrence County with relevant information, through direct contact, concerning available programs and services sponsored by the Office for the Aging and other community agencies. The incumbent coordinates and implements federal, state, and local mandates concerning a variety of programs and services for the aging and disabled such as, but not limited to housing, employment, health care, long term care, recreation, nutrition and mental and physical functioning. The work is performed under the general supervision of the Director Office for the Aging. Supervision is exercised over subordinates which may include employees, as well as clients. Performs related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of a Bachelor's Degree in counseling, sociology, psychology, human services or education and one (1) year full time paid experience as a Counselor, Caseworker, Employment Interviewer or other closely related position with similar duties and responsibilities; **OR**
- B) Licensure and current registration as a Registered Professional Nurse in New York State and one (1) year of full time paid experience as a Registered Professional Nurse; **OR**
- C) Completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State registered college or university and three (3) years of full-time paid experience as stated in (A) above.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: A current, valid New York State driver's license and accessibility to an automobile for business use will be required.

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 the position is filled. **You can apply online at <https://stlaw-portal.mycivilservice.com>.**

Applications can also be obtained from the St. Lawrence County's website,
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources
(315)379-2210.

Send application to:

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

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