

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Public Health Department is in search of:

Services Coordinator

Salary: \$58,992 with excellent benefits.

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.

Duties of the position: This position exists in the Public Health Department and involves responsibility to plan and oversee the provision of services to children with serious and/or potential developmental disability to insure that these clients gain access to needed medical, social, educational, psychological and other services necessary to meet basic human needs. Service coordination is a process involving assuring that parents of eligible children have access to early intervention services and other services such as medical services for other than diagnostic and evaluation purposes that the child is receiving. The role of the Service Coordinator is to identify clients in need of early intervention services, assure the assessment of clients on their caseload, determine resources needed, coordinate and integrate written service plans, facilitate service delivery, coordinate treatment plans with service providers, provide services to prevent or resolve crises, and is responsible for community support and education activities. Work is performed under the general direction of the Children's Programs Supervisor with considerable latitude allowed for exercising independent judgment in planning and carrying out the details of the work. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's Degree in Early Childhood Education, or a health or human service field; OR

B) Possession of an Associate's Degree in Early Childhood Education, or a health or human service field and two (2) years of experience in a service setting with infants and toddlers with developmental delays or disabilities and at least (1) one year of which must have been in service coordination activities.

SPECIAL REQUIREMENT: Must possess a valid NYS Driver's License upon application with a driving record acceptable to the County's insurance carrier maintained throughout employment.

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.

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.

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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Posted: 10/10/2025