

St. Lawrence County Government  
Position Advertisement Form

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

**Senior Service Coordinator**

Salary: \$59,583 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 exists in the Public Health Department and involves responsibility for providing a variety of professional care coordination 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 Senior Service Coordinator is to train and supervise the Early Intervention Program Staff, coordinate caseload needs with each service coordinator and manage the Child Find Program within Early Intervention. In providing Service Coordination, it is expected that they 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 Supervising Community Health Nurse. This classification differs from the Service Coordinator in that it functions as a lead worker and a trainer for new staff. Additionally, the incumbent does have supervisory responsibilities. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university with Bachelor's Degree in Early Childhood Education, Nursing or a health or human service field and 1 year experience as Early Intervention Service Coordinator or case manager for a children's program (such as Department of Social Services case manager);  
**OR**
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Early Childhood Education, Nursing or a health or human service field and three (3) 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 as an Early Intervention service coordinator or case manager for a children's program (such as department of social services case manager).

**SPECIAL REQUIREMENTS AT THE TIME OF APPOINTMENT:**

Must possess a valid New York State driver's license upon application with a driving record acceptable to the County's insurance carrier and must maintain such license throughout the tenure of employment.

**Additional Employment Information: This is a provisional appointment. The successful applicant will need to take a civil service exam 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

**AA/EEO**

Posted: 03/18/2024