



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

<u>DEPARTMENT:</u>	Public Health
<u>CIVIL SERVICE TITLE:</u>	Senior Family Services Specialist (NYHELP Program)
<u>CLASSIFICATION TYPE:</u>	Non-Competitive
<u>SALARY (GRADE):</u>	\$59,138 (30W) Plus Excellent Benefits
<u>APPLICATION DEADLINE:</u>	January 27, 2026
<u>APPLY ONLINE*:</u>	https://oneida-portal.mycivilservice.com/post/jobopps



DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for fulfilling those functions and activities necessary to assist and enable eligible infants, toddlers and their families to receive the rights, procedural safeguards and services that are authorized to be provided under state and federal law, including other services not required under the EIP (Early Intervention Program), but for which the family may be eligible. This class differs from Family Services Specialist by virtue of the Senior responsibilities. This position will not only maintain a caseload but will also monitor the delivery system. Included in the Senior function will be staff development and an active role in making the public and community agencies aware of the needs and concerns of eligible children and their families in the Early Intervention program. The work is performed under the general supervision of the Special Children Services Director. Wide latitude is permitted for the exercise of independent judgement. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

Open Competitive:

Possession of a Bachelor's degree in a health or human services field **AND** three (3) years of experience working with infants and toddlers with developmental delays or disabilities.

Promotional:

Candidates must have permanent, full-time status for a period of **twenty-four (24) months as a Family Services Specialist** in the Oneida County Department of Public Health.

SPECIAL REQUIREMENTS:

Possession of an appropriate level, valid New York State Driver's License, at time of appointment. This license must be maintained throughout appointment.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.
3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

****Oneida County is an equal opportunity employer****

If you do not have internet access, paper applications can be picked up at the Oneida County Office Building (Utica, NY) in the Personnel Department. You may also request a paper application to be mailed by calling 315-798-5726.