



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Public Health

CIVIL SERVICE TITLE: Family Services Specialist (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$57,220 (29W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2026

APPLY ONLINE*: <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 eligible infants, toddlers, and their families to receive the rights, procedural safeguards and services that are authorized under state and federal law. This may include other services not required under the EIP (Early Intervention Program), but for which the family may be eligible. The work is performed under the general direction of the program's director. Latitude is permitted for the exercise of independent judgment. The incumbent performs related work as required.

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

- (A) Possession of Bachelor's degree in a health or human services field, **OR**
- (B) Possession of Associate's in a health or human service field **AND** two (2) years of experience in service coordination activities*.

***Service coordination activities shall include:**

- a) coordinating the performance of evaluations and assessments;
- b) facilitating and participating in the development, review and evaluation of Family Service Plans;
- c) assisting families in identifying service providers;
- d) coordinating and monitoring the delivery of services;
- e) informing families of the availability of advocacy services;
- f) coordinating with medical and health care providers;
- g) facilitating the development of a transition plan to other available supports and services;
- h) informing families of rights afforded to them by the State and Federal law.

SPECIAL REQUIREMENTS:

- 1. Family Service Specialists shall participate in the introductory service coordination training session sponsored or approved by the NYS Department of Health at the earliest it is made available by the NYS Department of Health.
- 2. Field work requires the possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job. A dependable vehicle is required to meet the extensive field work assignments.

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
- 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 at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 7th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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