



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Mental Health

CIVIL SERVICE TITLE: Child & Youth SPOA-A Coordinator (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$61,139 (31M) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2026

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class has the responsibility for planning and implementing a coordinated system which identifies high-risk/high-need children, youth, and families. Responsibilities include ongoing development of strategies to manage these individuals in their home communities. The incumbent in this position helps to establish and maintain a single point of access (SPOA) for such high-risk/high-need children youth and families in coordination with other local agencies. Independence and initiative are exercised by an employee in this class in accordance with the goals established by the department and regulatory standards. Work is performed under the direct supervision of the Commissioner of Mental Health with leeway permitted for the exercise of independent judgment. Supervision of others is not a requirement of this position. The incumbent performs related work as required.

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

(A) Possession of Bachelor's Degree in human services, health, or a related field **AND** two (2) years experience coordinating a youth, behavioral health, or human service program

OR

(B) Possession of Associate's Degree in human services, health, or a related field **AND** four (4) years experience coordinating a youth, behavioral health, or human service program

SPECIAL REQUIREMENTS: Possession of a 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.

****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.

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