

## **GENESEE COUNTY**

### **EMPLOYMENT PROGRAM COORDINATOR (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** The individual in this position coordinates the Employment Program Unit in the Department of Social Services, and directly supervises the Program Assistants who work with clients by assisting them to identify and eliminate barriers to employment. The incumbent reports directly to the Director of Financial Services. The responsibilities of this position require the incumbent to initiate and maintain working relationships with agencies that provide contractual services to recipients. This includes, but is not limited to Job Development, Genesee Orleans Ministry of Concern, Mental Health, Council on Alcohol and Substance Abuse, and the Atwater House. This individual works with the Director of Financial Services in the development and completion of departmental policy as it relates to assisting recipients toward self sufficiency, the Biennial Employment Plan, TANF Services Plan, the Consolidated Application for State Administred Programs, and other reports/plans deemed appropriate. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Acts as in-house expert on state and federal guidelines related to employment and employment activities.

Supervision of Program Assistants.

Defines local policy and procedures regarding employment services.

Develops referral processes, routines and contacts.

Writing of reports and plans as deemed appropriate.

May, on occasion assists program participants to identify goals and barriers to employment and to achieve employment.

Reviews case records of employable individuals for program compliance.

Makes final Determination of client non-compliance, and takes appropriate action.

Reviews case records and provides written documentation/reports for conciliations/fair hearings.

Acts as departmental liaison with contractors.

Keeps contractors aware of related program changes, especially as related to participation requirements.

Monitors the performance of contractors.

Analyzes computer generated reports to assist in gathering statistical data.

Completes various State mandated reports.

Participates on the Program Supervisory Team.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge and concepts of supervision and delegation. Good knowledge of concepts related to cultural, environmental, and personal factors influencing lives of persons who are economically disadvantaged; good knowledge of community resources available for individuals with barriers to employment; working knowledge of basic employment counseling practices; working knowledge of work processing; working knowledge of federal, state and local employment, and training laws, rules and regulations; ability to establish and maintain effective interpersonal relationships with both program participants and contractors; ability to interpret complex written material; ability to analyze and collect data used to prepare and write reports and correspondence; ability to effectively interview, listen and communicate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

- A. Possession of a Bachelor's degree or higher AND one (1) year of full-time, paid experience in case management, casework, job

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### **MINIMUM QUALIFICATIONS, Cont'd:**

development and/or analysis, employment counseling/placement or in a related position with similar duties.

OR

- B. Possession of an Associate's Degree AND three (3) years of full-time, paid experience as defined within the limits of (A) above,

OR

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and five (5) years of full-time, paid experience as defined within the limits of (A) above,

OR

- D. Any equivalent combination of training and/or experience as defined by the limits of A, B, and C above.

**NOTE:** 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 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.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-competitive Class  
Adopted 11/1/24