

## GENESEE COUNTY

### **ADOLESCENT BEHAVIORAL COORDINATOR (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involved is responsible for the oversight and implementation of preventative services and mentorship for youth ages seven through seventeen years of age. The Adolescent Behavioral Coordinator serves as a first line supervisor, ensuring collaboration and communication between various agencies and coordinating of services. The incumbent provides mentorship to students at risk of failing school or at risk of out-of-home placement, experiencing conflict and working with disruptive behavior of youth. The work is performed under direct supervision from the Commissioner of Social Services or his/her designee. Supervision is exercised over subordinate employees. Does related work as required.

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

Provides mentorship, motivational instructions, oversight and implementation of preventative services program for students experiencing dysfunctional behaviors in school, the community and/or at home;  
Conducts instruction on teaching teamwork, discipline, life skills, academic achievement, drug education and intervention;  
Provides supervision of dysfunctional behavior in a school setting and provides feedback regarding the progress and behaviors of the child to school personnel and to the parents of the students;  
Answer on-call phone and respond to school and parent requests for intervention;  
Travel to student's home or school;  
Supervision and oversight of staffing, coordination of employee schedules and shifts;  
Performs employee evaluations;  
Contacts and collaborates with local school districts, and other community partners;  
Accepts and assigns referrals of students from parents, Probation, Law Enforcement, Courts and Department of Social Services;  
Serves as a representative in resolutions of program participant, referral source complaints and inquires and suggests corrective action;  
Prepare budget estimates, maintain variety of records, reports and findings.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the interests, attitudes and behavior patterns of children and adolescents; Working knowledge of federal, state, local social services laws; Ability to establish and maintain effective relationships with disturbed adolescents; Ability to maintain records and make oral and written reports; Ability to plan, lead and collaborate with youth and their team; Ability to plan and assign the work to others, good judgement, tact, courtesy and integrity.

Physical condition commensurate with the demands of the position.

CONTINUED...

## **ADOLESCENT BEHAVIORAL COORDINATOR (HELP Program), Cont'd**

Page 2

- A.** Possession of a Bachelor's Degree or higher in criminal justice, behavioral science, social work, education or related field **AND** one (1) years working with children having delinquent behaviors **AND** one (1) year of supervisory experience;

**OR**

- B.** Possession of a Associates Degree in criminal justice, behavioral science, social work, education or related field **AND** three (3) years working with children having delinquent behaviors **AND** one (1) year of supervisory experience;

**NOTE:** Military experience in that of a supervisory position may be substituted on a year for year basis as defined above.

### **SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid NYS Operator's License.

**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.

**Special Requirements for Appointment:** Successful completion of a background investigation will be required prior to appointment.\*

\*Special requirements apply to an appointment made in the Child Support Unit within the Department of Social Services.

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

Adopted 9/24/24