

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

## COMMUNITY SERVICES COORDINATOR

### MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master's Degree, or higher, in social services, human services, psychology, education, or public administration AND two (2) years full-time paid work experience, or its part-time equivalent, in providing counseling or case management services to clients; OR
2. Possession of a Bachelor's Degree in social services, human services, psychology, education, or public administration AND four (4) year of full-time paid work experience, or its part-time equivalent, in providing counseling or case management services to clients; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid New York State Operator's license, and maintenance of such license throughout the tenure of employment in the position.

SPECIAL NOTE: EDUCATION: 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.

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position that involves the coordination, monitoring, and evaluation of services provided to clients with mental illness, substance abuse, and/or developmental disabilities. The incumbent monitors and supports programs, and works with program managers and staff to ensure an effective and efficient service delivery system. The quality of services, the effectiveness of service providers, and the awareness of program efficiency is a basic responsibility of this worker. The work is performed under general supervision of high-level administrator or another higher-level staff member. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Monitors and assists in the coordination of and evaluates the services provided to clients suffering from mental illness, addiction disorders and/or developmental disabilities including outpatient and residential programs for transitional services towards a stable community placement;  
Maintains contact with assigned service providers, either those that require a license or certification and those that are not certified, for the proper delivery of contracted services;  
Coordinates a system of services delivered by contract service providers along with other community providers and resources;  
Attends agency and community meetings as a representative from the agency with the assigned goal of assisting with service coordination and to evaluate available services and the needs for additional services or providers;  
Reviews program processes and procedures with the goal of improving the service delivery system;  
Prepares and processes contracts, grants and program plans as assigned;  
Acts as a liaison between local, state and private community-based agencies;  
Keeps and maintains records and makes reports.

Continued on Page 2

COMMUNITY SERVICES COORDINATOR

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of federal, state and local laws, rules and regulations applicable to health and safety of mental health, substance abuse and clients with developmental disabilities;

Good knowledge of modern principles and practices of public administration;

Knowledge of community mental health resources;

Ability to work effectively with both professional and non-professional personnel;

Ability to prepare and write grant applications and to monitor and administer programs;

Ability to prepare reports and maintain records;

Ability to effectively communicate in English both orally and in writing;

Initiative; resourcefulness; tact; courtesy;

Physical condition commensurate with the demands of the position.

APPROVED: JUNE 10, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES