

## **COORDINATOR OF SERVICES, CHILDREN, YOUTH AND FAMILIES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative social work primarily involving responsibility for developing and implementing programs related to the coordination of services provided to children, youth and families in Rockland County. The work is performed under the direction of the Children's Special Services Administrator, and work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, develops and implements programs to coordinate new and existing services provided to children, youth and families;

Acts as liaison between the Department of Social Services and a variety of County departments and community-based and private human service agencies (e.g. Rockland CARES, CANDLE, People to People, Mental Health Association, etc.) in order to coordinate projects and services, as needed;

Participates in community work groups, attends meetings, and serves as a member of committees, as appointed (e.g. Spring Valley Hunger awareness, Child Welfare Advisory Board, Disproportionate Minority Representation (DMR), Gang Awareness and Prevention Task Force) to exchange information about community service needs and inform others about services available through the Department of Social Services;

Chairs the Department's Child Welfare Advisory group and assists with the interpretation, presentation and dissemination of information regarding children and family services;

Collects and analyzes data in order to complete program evaluations and makes recommendations regarding child welfare performance outcomes and procedures;

Prepares a variety of reports on matters related to children, youth, and families, etc.;

Researches potential federal, New York State and local funding to meet service needs and may prepare grant applications for such funding;

Meets with Department of Social Services staff to exchange information, evaluate procedures, identify and resolve problems, etc.;

Reviews federal, New York State and local children, youth and families service initiatives that may be applicable for enhancing local services to children, youth and families.

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

Thorough knowledge of the principles and practices of social casework, especially as it relates to the provision of services to children, youth and families; thorough knowledge of community organizations and resources for providing services to children, youth and families; thorough knowledge of Federal, New York State and local public welfare laws, regulations, and directives, especially as they pertain to children, youth and family services; good knowledge of the principles and practices of social services administration, including the development of program goals and evaluation procedures; ability to research funding sources and prepare grant applications; ability to communicate effectively, both orally and in writing; ability to understand and interpret written material; ability to prepare a variety of reports ; ability to establish and maintain effective working relationships with others.

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**MINIMUM QUALIFICATIONS:**

1. A Master's degree in Social Work, Psychology, Public Health, Human Services, or comparable curriculum, and five (5) years of post-degree administrative, managerial or supervisory\* experience in a public or private human services\*\* setting, at least two (2) years of which involved coordinating, directing or supervising a program or project that substantially involved providing services to children, youth and/or families; or
2. A Bachelor's degree in Social Work, Psychology, Public Health, Human Services, or comparable curriculum, and seven (7) years of post-degree administrative, managerial or supervisory\* experience in a public or private human services\*\* setting, at least two (2) years of which involved coordinating, directing or supervising a program or project that substantially involved providing services to children, youth and/or families.

\*Supervisory experience in a public or private human services setting\*\* shall include supervision provided to professional-level employees substantially involved in the provision of social casework services and/or the evaluation of such services.

\*\*Human services setting shall be defined as a public or private organization (e.g., Social Services, Mental Health, Health) in which human services are provided, generally to prevent as well as resolve problems and to assist individuals in functioning as effectively as possible; services include but are not limited to social, economic, psychological, and/or emotional support services that are provided to clients or individuals (services are generally related to public assistance, social services, mental health, substance abuse, aging, special need children, etc.). Human services experience involves direct contact with clients and such contact requires judgment on the part of human services provider in interacting with or responding to clients.