



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening NY Connects Coordinator Office for the Aging

LAST DATE TO FILE: Applications accepted until position is filled.

HOURLY RATE: \$25.82/hour with excellent benefit package ranging from \$8,655 - \$28,320 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. For full details on benefits the CSEA Admin Unit contract can be found at <https://www.schuylercounty.us/DocumentCenter/View/566/CSEA-Local1000-Admin-Unit-1-1-2020-to-12-31-2025?bidId=>

HOW TO APPLY: Applicants must submit a Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute “See Resume”** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

VACANCY: At the present time, there is one full-time (35 hour/week) **provisional** opening in the Schuyler County Office for the Aging. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: This position involves the responsibility for the daily operations and oversight of the County's NY Connects program. The incumbent will establish linkages and promote inter/intra-agency communications with an emphasis on NY Connects partnerships. The position will supervise the work of all NY Connects related processes and assist with the development and implementation of related policies and procedures as well as related staff training. The incumbent will design and implement an ongoing public education campaign regarding long-term services and supports. The work is performed under the general direction of the Director of the Office for the Aging with an allowance for autonomy and independent judgement when carrying out responsibilities of the position. Performs related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinates the standard core functions of NY Connects within the office;
- Provides direct services including information, assistance, options counseling, making referrals and conducting streamlined eligibility determination & application assistance for publicly funded benefits & supports;
- Provides follow-up per program protocols;

Utilizes the Statewide Data Collection System and Analysis and Reporting System (STARS) to record client information and services provided to be used for reporting;
Maintains confidentiality and HIPAA compliance as required;
Monitors/Supervises the work of others assigned to carry out NY Connects functions within the office;
Coordinates and implements ongoing public education and outreach about long term services and supports in alliance with program standards;
Responsible to schedule, plan and facilitate the Long Term Care Council in coordination with the partner agencies;
Responsible to recruit agencies and individuals to serve on the Long Term Care Council;
Assists in maintaining/updating the online NY Connects Resource Directory;
Formulates and implements policies and procedures in accordance with NY Connects State Program Standards;
Assists with program evaluation, quality assurance measures and continuous improvement measures;
Assists in quarterly reporting as well as other related reporting as requested;
Assists in the development of agreements and MOUs with other organizations as required and appropriate to further the goals of NY Connects, including, but not limited to, critical pathways to support care transitions upon facility discharge;
Works with partner agencies on the development of new or expanded services through monthly meetings;
Coordinates training for NY Connects staff to ensure consistency in delivery of NY Connects related information and processes;
Provides training, as needed, to the No Wrong Door (NWD) partner agencies;
Provides representation for NY Connects at committee and public meetings as requested or assigned;
Assists the OFA Director with planning the annual NY Connects budget.

MINIMUM QUALIFICATIONS: Either

- A. Possession of a Bachelor’s degree in Public Administration, Social Work, Psychology, Sociology, Gerontology or closely related field; **or**
- B. Possession of an Associate’s degree in one of the fields listed above and two years of experience in one of those fields or a related field.

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.

Applications and announcements are available at www.schuylercounty.us or the
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Issue Date: April 26, 2023