

Department: Social Services
Classification: Competitive
Grade: 12

SPEC DISK B3
DOCUMENT 20

Services Coordinator

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting the Director of Social Services or his/her designee. Duties include but are not limited to monitoring/assisting Caseworkers with the financial reimbursement aspects of Casework. This position also performs the duties of and Supervises Social Service Workers in the day to day financial services eligibility programs including Day Care and Medicaid. This work is performed under the direct Supervision of the Director of Services or their designee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the day to day work of Social Services Workers and Clerical staff;
Oversees, evaluates and determines applicant's financial eligibility for assistance;
Assists in the formulation of policies and procedures for the administration of various agency programs;
Including but not limited to, NR, IV E, Daycare Block Grant and Title XX;
Working knowledge of types of funds used in Services including, OCFS/OTDA, TANF, Daycare Block Grant;
Work Closely with Caseworkers and the Accounting unit to assure the proper coding of cases for accurate reimbursement;
Complies Client Data and prepares reports as requested for the Commissioner of Social Services and Director of Services;
Provides clerical functions such as deemed necessary for the functions of the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State, local laws, codes, and policies concerning the provisions of Social Services financial programs; the ability to relate well to, plan and supervise the work of others; the ability to teach/instruct Services employees regarding proper coding of cases; ability to research and prepare reports; skill in the use of personal computer and software applications used by the department; ability to speak before groups; demonstrates initiative; resourcefulness and sound judgment; physical conditions commensurate with the demands of the positions.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: Either:

- (a) Graduation from a regionally accredited college or university with a Bachelor's degree; or
- (b) Graduation from a recognized college with an Associate degree and two years of experience working with Social Services programs or in the Children/Family or related field; or

(c) An equivalent combination of training and experience as defined by the limits of a and b.

PROMOTIONAL QUALIFICATIONS:

4 years of permanent competitive status as a Senior Social Services Worker.

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