

Sullivan County Public Health Services is seeking to fill the following position:

PUBLIC HEALTH SERVICES PROGRAM COORDINATOR

This position involves responsibility for performing a variety of record keeping and administrative tasks to coordinate activities relating to specific programs administered through the County's Public Health Services Office. Incumbents of the position may also interact with agency clients, other agencies and organizations and the public to provide information about the program being coordinated and to determine financial eligibility of applicants for certain programs or services offered through the agency. Work is performed under general supervision of the agency Director with medical supervision being provided by the appropriate program physician, if required to the program. Supervision of other staff is not a significant responsibility of this position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associates Degree or higher; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience involving interviewing and/or interacting with people in providing services; or
- (C) Three (3) years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as described above.

Salary: New Hire: \$31,213.00; Full \$32,856.00

County Employee after 2 Years: Entry: \$34,682.00; Full \$36,507.00

This position is competitive and is subject to a Civil Service Exam.

Apply online: www.sullivanny.us

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/D/V