

The **Sullivan County Adult Care Center** is seeking to fill the following position:

**ADULT CARE CENTER STAFFING SERVICES PROGRAM COORDINATOR**

This position involves responsibility for performing a variety of record keeping and administrative tasks to coordinate activities related to nursing staffing, facility in-service training and human resource functions for the Sullivan County Adult Care Center. Duties will include implementation of nursing staff scheduling and para-professional and support staff time and attendance counseling. Work is performed in accordance with established policies. Work is performed under the general supervision of the Director of Nursing/Nursing Home Administrator. Supervision of other staff is not a significant responsibility of this position. Leeway is allowed for the exercise of independent judgment in performing most job duties.

**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 degrees with an Associate's Degree or higher and three (3) years of experience involving interviewing, scheduling or supervision of staff; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience involving interviewing, scheduling or supervision of staff.

**SALARY: Entry: \$46,275.00; Full: \$48,710.00**

**MUST APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>**

***NOTE:** Completion of coursework at a college or university can be substituted for work experience on a year for year basis with thirty (30) credits being equivalent to one year of work experience.*

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

This is a competitive class position subject to Civil Service examination.

**EEO/AA Employer**

**M/F/D/V**