

The **Sullivan County Department of Social Services** is seeking to fill the following position:

SOCIAL SERVICES INTERVENTION AND OUTREACH COORDINATOR

This position involves responsibility for performing a variety of functions relating to the dissemination of information about human services programs administered through the County government. The incumbent will conduct inquiries, report findings, and assist in resolving complaints relating to the delivery of program services as well as coordinating interagency services to prevent duplication of services. Work is performed under general supervision of the Commissioner of Social Services with leeway for independently performing many of the required duties.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in a human services field, Business Administration, Communications, or Information Science field*, and three (3) years of experience in a position involving client contact, disseminating information, and/or customer service; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a human services, Business Administration, Communications, or Information Science field*, and five (5) years of experience in a position involving client contact, disseminating information, and/or customer service.

SPECIAL REQUIREMENT FOR APPOINTMENT: *Possession of a valid New York State Driver's License or otherwise demonstrate their ability to meet transportation needs of the position.*

**Human services field includes social work, psychology, nursing, rehabilitation, education, occupational therapy, physical therapy, recreation or recreation therapy, counseling, community mental health, child and family services, sociology, speech and hearing, or similar fields.*

SALARY: \$62,291.00 - \$77,045.00

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

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

Applications will be accepted until position is filled.

EEO/AA Employer

M/F/D/V