

ADMINISTRATIVE COORDINATOR/FAMILY ADVOCATE 465-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating efforts between the county's child abuse and domestic violence systems. The incumbent will develop protocols and procedures for intra-agency joint operations and research and write grants to effect the start-up of a Child Advocacy Center. Work is performed under direct supervision by the Deputy Commissioner for the Department of Family Services.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Coordinate and monitor the efforts of County and community-based agencies involved in the child abuse and domestic violence systems;

Develops and implements protocols and procedures for intra-agency joint operations built upon current operating guidelines from local and state agencies establishing a wider community based, child/family oriented planning group, including advocates and consumers;

Using an established software system and assistance from the County's Management Information Systems Department, develop a database to track cases;

Makes informational and plan presentations before community organizations, institutions and groups, in an effort to improve agency coordination and community-wide education;

Researches and writes grants to establish a Child Advocacy Center (CAC);

Collects statistics and prepares reports as required;

Coordinates and may conduct trainings for members of the Family Violence Response Team and community group members.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of modern principles and practices of social case work and social group work, including child welfare services; good knowledge of Federal, State and local public welfare laws and programs; good knowledge of current accepted methods for collection, analysis and interpretation of statistical data; knowledge of techniques of case recording; ability to understand complex oral and written directions; ability to establish and maintain successful relationships with people; ability to write clear and accurate records and reports; judgment; emotional maturity; resourcefulness; initiative; tact; and sensitivity to the reactions of others.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Social Work, Psychology, Social Science, Public Administration or a related field and two years of experience as a teacher, social worker, counselor, probation officer, parole officer or a similar experience involving direct public contact in providing human services; or
 - (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Social Work, Psychology, Social Science, Public Administration, or a related field and four years of experience as a teacher, social worker, counselor, probation officer, parole officer or a similar experience involving direct public contact in providing human services;
- or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

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.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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