

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Office for the Aging is in search of:

Office for Aging Programs Coordinator

Salary: \$41,989 with benefits

This position is responsible for reaching the senior citizen and disabled community of St. Lawrence County with relevant information, through direct contact, concerning available programs and services sponsored by the Office for the Aging and other community agencies. The incumbent coordinates and implements federal, state, and local mandates concerning a variety of programs and services for the aging and disabled such as, but not limited to housing, employment, health care, long term care, recreation, nutrition and mental and physical functioning. The work is performed under the general supervision of the Director Office for the Aging. Supervision is exercised over subordinates which may include employees, as well as clients. Performs related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in counseling, sociology, psychology, human services or education and one (1) year full time paid experience as a Counselor, Caseworker, Employment Interviewer or other closely related position with similar duties and responsibilities; **OR**
- B) Licensure and current registration as a Registered Professional Nurse in New York State and one (1) year of full time paid experience as a Registered Professional Nurse; **OR**
- C) Completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State registered college or university and three (3) years of full-time paid experience as stated in (A) above.

SPECIAL REQUIREMENT: A current, valid New York State driver's license and accessibility to an automobile for business use will be required.

Additional Employment Information: This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

Application accepted until position has been filled. Send application/resume to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the county's website, www.slcpersonnel.org or by contacting the Human Resources Office at (315)379-2210.

AA/EEO

Posted: 02/09/18