PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Health

Family Services Specialist

$51,039 - $60,429

DATED: November 2, 2026

LAST DAY FOR FILING: November 16, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: Provides service coordination and case management to families of children with special needs. These duties involve the responsibility for rendering case management, assessment, referral and planning services to children and families. Individual is responsible for identifying and coordinating needed services as shown by individual family service plan on each individual client. Work is performed under the supervision of the Director of Public Health. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Establishes an Individual Family Service Plan (IFSP) with family members and determines the short-, and long-term services needed to assist the client and their family;
- Secures services needed in the IFS plan;
- Assists the client and their family in obtaining services provided through other sources;
- Monitors and evaluates the plan received by the family to verify the services are given;
- Works with children and their families to provide alternative services when services are unavailable;
- Provides counseling to individuals and families to discuss client's progress, treatments and all other related matters;
- Provides educational programs and demonstrations whenever possible on basic health care techniques to client/family;
- Keeps and maintains records and makes reports as required;
- Performs related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of family focused, culturally competent, early intervention services and the principles of counseling; good knowledge of personal, social and emotional and health care problems and needs of children and their families; good knowledge of the community service oriented programs and services available; ability to evaluate and work with other agencies in providing services; ability to prepare reports and maintain records; good judgment; initiative.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in sociology, health, psychology, human services, education, nursing or closely related field and one (1) year of experience in a community oriented public or private agency adhering to prescribed standards; or

(b) (b)Graduation from a regionally accredited or New York State registered college or university with a Associate's Degree in sociology, health, human services, education, nursing or closely related field and three (3) years of experience in a community oriented public or private agency adhering to prescribed standards; or

(c) Graduation from an approved school of nursing and three (3) years of experience in a community oriented public or private agency adhering to prescribed standards; or

(d) An equivalent combination of training and experience as indicated in (a), (b) and (c) above.

Notes: Successful completion of coursework in sociology, health, psychology, human services, education, nursing or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of

experience, for up to half the required experience.

Transcripts may be submitted for fields described above to support an applicant's successful completion of course work in the fields or closely related fields as described in the minimum qualifications.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and acceptable driving record is required at time of appointment. A valid New York State license must be maintained throughout employment. Must be able to satisfy the travel requirements of the position throughout employment.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov