

**GREENE COUNTY HUMAN RESOURCES**  
411 Main Street, Catskill, New York 12414  
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**NOTICE OF VACANCY**

**DEPARTMENT:** PUBLIC DEFENDER  
**JOB TITLE:** SERVICE OUTREACH COORDINATOR  
**HOURLY RATE:** \$28.45 (Grade 13, Step 0)  
**POSTING DATE:** DECEMBER 30, 2024  
**DEADLINE:** JANUARY 6, 2025

*This is a full-time, provisional appointment. Permanent appointment is contingent upon Civil Service examination*

This position is housed in the Public Defender's Office and is responsible for the development and implementation of a community outreach program regarding parents' rights in child welfare matters. The incumbent will serve as a point of contact for families in need of community services. Work is performed under direct supervision of the Public Defender in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of federal, state, and local public welfare laws and programs; Good knowledge of the characteristics, needs, and interests of the client population serviced; Good knowledge of community agencies, facilities, and services which can be utilized to aide clients; Working knowledge of the criminal justice system; Working knowledge of racial and social justice principals; Working knowledge of information collection techniques such as obtaining information through structured forms; Ability to make accurate assessments of social, emotional, physical, and financial needs of clients using prescribed procedures; Ability to interface with Defense Attorneys, Judges, District Attorneys, Probation and Parole Officers, and Correctional Personnel; Ability to establish working relationships with the client population and staff in community agencies; Ability to communicate effectively, both verbally and in writing; Ability to utilize common office software programs, such as word processing, spreadsheets, and databases; Ability to organize, prepare, and maintain accurate records, reports, and files; Good judgment; Resourcefulness; Dependability; Tactfulness; and Courtesy.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's Degree in a Behavioral Science, Criminal Justice, Human Services, Political Science, Social Science, Social Work, Counseling, Nursing, Education, or other human services field **and** one (1) year of full-time paid experience in counseling, social casework or providing human services; **OR**
- B. Possession of a Associate Degree in a Behavioral Science, Criminal Justice, Human Services, Political Science, Social Science, Social Work, Counseling, Nursing, Education, or other human services field **and** three (3) years of full-time paid experience in counseling, social casework or providing human services; **OR**
- C. Possession of Credentialed Alcoholism and Substance Abuse Counselor (CASAC) certification and three (3) years of full-time paid experience in counseling, social casework, or providing human services; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

**NOTE:** Your degree 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/US Secretary of Education. If your degree was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment and this license must be maintained throughout employment. Must have access to transportation to meet fieldwork requirements in a timely and efficient manner. The job may involve extensive travel to all parts of the county and state and occasional out-of-state travel.

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.