

**PLEASE POST CONSPICUOUSLY**  
**ISSUED ON 12/23/2024**  
**GREENE COUNTY CIVIL SERVICE COMMISSION**  
411 Main Street, 3<sup>rd</sup> Floor, Room 340, Catskill, NY 12414  
518-719-3253 --- [www.greenegov.com](http://www.greenegov.com)

Announces an  
**OPEN-COMPETITIVE EXAMINATION FOR**  
**EXAM NO: 87945010 – SERVICE COORDINATOR**  
**REFER TO GENERAL INFORMATION ON PAGE 3 BEFORE COMPLETING APPLICATION**

**LAST FILE DATE: JANUARY 23, 2025**

**EXAMINATION DATE: MARCH 1, 2025**

(Postmarked on or before 1/23/2025, or hand delivered to Gr. Co. Civil Service Office no later than 4:30 p.m. on that day.)

**SERVICE COORDINATOR:** Currently, there are no vacancies within the **GREENE COUNTY DEPARTMENT OF PUBLIC HEALTH**. The eligible list established as a result of this examination will be used to fill future full-time and part-time vacancies within this department as they may occur.

**SALARY: \$28.45 PER HOUR**

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Greene, Albany, Columbia, Delaware, Schoharie or Ulster Counties for at least one (1) month immediately preceding the date of the examination. **Preference in appointment may be given to residents of Greene County (C. S. LAW #23, SUB PAR. A)**

**NON REFUNDABLE FILING FEE:** A \$15.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction. **CASH IS NOT ACCEPTED**

**MINIMUM QUALIFICATIONS:** All early intervention service coordinators are required to meet the following qualifications (10 NYCRR 69-4.4)

**A MINIMUM OF ONE OF THE FOLLOWING EDUCATIONAL OR SERVICE COORDINATION EXPERIENCE CREDENTIALS**  
**(College transcripts must be provided):**

- A. Possession of a Bachelor's degree in a health or human service field\* and demonstrated knowledge of essential topics related to Early Intervention Service Coordination as defined in NYS EIP Regulations (10 NYCRR §69-4.4(a)) \*\*; **OR**
- B. Possession of an Associates degree in a health or human service field\* and two (2) year of service coordination/case management experience as delineated in Early Intervention Program regulation 10 NYCRR § 69-4.1, 4.6 and 4.7 (voluntary or part-time experience which can be verified will be accepted on a pro rata basis)\*\*\*; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of service coordination/case management experience as delineated in Early Intervention Program regulation 10 NYCRR § 69- 4.1, 4.6 and 4.7 (voluntary or part-time experience which can be verified will be accepted on a pro rata basis)\*\*\*; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and two (2) years of service coordination/case management experience as delineated in Early Intervention Program regulation 10 NYCRR § 69- 4.1, 4.6 and 4.7 (voluntary or part-time experience which can be verified will be accepted on a pro rata basis)\*\*\* and two (2) additional years of experience in a service setting with infants and toddlers with developmental delays or disabilities; **OR**
- E. Possession of a license, certification, or registration in one of the professions listed in 10 NYCRR § 69-4.1(al): audiologists; occupational therapy assistants; licensed practical nurses, registered nurses and nurse practitioners; licensed behavior analysts; certified behavior analyst assistants; low vision specialists; orientation and mobility specialists; vision rehabilitation therapists; occupational therapists; optometrists; physical therapists; physical therapy assistants; pediatricians and other physicians; physician assistants; psychologists; registered dieticians and certified dieticians/nutritionists; school psychologists; clinical and master social workers; special education teachers and teachers of students with disabilities, birth to grade two; speech and language pathologists; teachers of the blind and partially sighted, teachers of the blind and visually handicapped, and teachers of the blind and visually impaired; teachers of the deaf and hearing impaired and teachers of the deaf and hard of hearing; teachers of the speech and hearing handicapped and teachers of speech and language disabilities; and/or other categories of personnel as designated by the Commissioner.

**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.

\* Health and human services includes social work, psychology, gerontology, vocational and/or psychological counseling, occupational therapy, physical therapy, speech therapy, therapeutic recreation, childcare, mental health, public health administration, public health education, nursing, developmental disabilities, learning disabilities, early childhood education, early childhood development, and/or working with the elderly or terminally ill.

\*\* Demonstrated knowledge as defined in NYS EIP Regulations (10 NYCRR §69-4.4(a)) includes the following areas: Infants and toddlers who are eligible for early intervention services, State and federal laws and regulations pertaining to the EIP; Principles of family centered services; The nature and scope of services available under the EIP and the system of payments for services in the State; Other pertinent information.

\*\*\* Service coordination is defined in Early Intervention Program (EIP) regulation 10 NYCRR 69-4.1(2)(xii) as “assistance and services provided by a service coordinator to enable an eligible child and the child’s family to receive the rights, procedural safeguards and services that are authorized to be provided under the Early Intervention Program.” Early intervention service coordination combines the traditional case management activities of organizing and coordinating needed services with the philosophy of family-centered care. A total of 24 months of experience equals two (2) years of service coordination activities. Examples of places where relevant Service Coordination experience might be gained are:

- A governmental sponsored program such as the early intervention program
- Office of Mental Health (OMH)
- Office for People with Developmental Disabilities (OPWDD)
- Office of Children and Family Services (OCFS)
- Medicaid Health Home
- A community setting such as a hospital, shelter, head start, preschool, or volunteer organization such as the March of Dimes or Easter Seals
- Parent or guardian of a child with a disability/ developmental delay

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State Driver’s license at time of appointment and this license must be maintained throughout employment.
2. At the time of appointment proof of registration/licensure by the New York State Department of Education is required in addition to a copy of applicant National Provider Identification Number (NPI).

**TYPICAL WORK ACTIVITIES:** Responsible for the coordination, modification and documentation of EI evaluations and therapies for children as prescribed by the law; When designated by Early Intervention Official, acts as Early Intervention Official Designee; Completes Child Find activities, including generate and review birth certificates, developmental questionnaire outreach review and makes referrals as required; Accepts referrals into the EI and CYSHCN programs; Conducts intake with families of children suspected of having special needs and conducts home visits; Provides families with all necessary information related to the early intervention process such as eligibility, care coordination, evaluation, and family service plans and options; Conducts family assessments which assist the family to detail their strengths and needs as related to the special needs of their children; Ensures and facilitates the development of a written comprehensive individualized family service plan that is family focused and includes the necessary components and participants; Assists families in accessing a developmental evaluation and securing the services identified in the care plan inside and outside of EI; Assists families with referrals, applications, or other forms required for the acquisition of services and/or health insurance; Provides additional assistance and referral services deemed necessary and advocates for the family; Works with providers, monitors services identified in the service plan, collects data and documents progress of child/family in the case record; Assists families in resolving disagreements, questions, or problems with implementation of the care plan, amends plan and facilitates access to other services not in care plan as needed; Obtains and verifies financial insurance information as specified by NYS regulations and procedures; Assists with quality assurance and quality improvement activities for the EI and CYSHCN Programs; Coordinates the CYSHCN Program which provides case management and enters information into NYS database; Enters data into the New York Department of Health and Greene County Public Health systems; Accurately documents time and activity within the Public Health programs; Responsible for education and outreach activities to community agencies, school districts the medical community and other entities that are affiliated with serving children.

**SCOPES / SUBJECTS OF THE EXAMINATION:** A test designed to evaluate knowledge, skills and/or abilities in the following areas:

**1. Preparing written material:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**2. Child Development:** These questions test for knowledge and understanding of child development. Questions may cover such topics as psychological, social, and biological influences on a child’s personality; family socialization; parent-child relationships; self-concept; normal and abnormal behavior; causes of problem behavior; influence of peers; educational and recreational activities; and the role of social interaction on cognitive development.

**3. Principles and practices for social casework:** These questions test for knowledge of the principles and practices used to provide casework services to individuals and/or families of all ages, backgrounds, and circumstances. Questions will test for application of this knowledge in various settings and will include such topics as assessment, monitoring and evaluating services, counseling, referrals, and advocacy.

**4. Interviewing:** These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

**Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication ‘General Guide to Written Tests’ helpful in preparing for this test. The publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**GENERAL INFORMATION ----- GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**APPLICATIONS AND FORMS ARE AVAILABLE FROM THE OFFICE OR AT [www.greenegov.com](http://www.greenegov.com)**

1. **APPLICATIONS:** Mail to: Greene County Civil Service Commission, 411 Main St., Catskill, NY 12414. Applications are accepted up to the last filing date indicated on announcement. This department does not make formal acknowledgment of the receipt of an application, or take responsibility for non-delivery of mail or postal delays. The Commissioners reserve the right to reject or accept applications after the advertised filing period. Read and compare your qualifications carefully with the minimum qualifications as outlined. Only apply for those exams for which you are qualified. Resumes are not accepted as a substitution in indicating work experience on your application, but are accepted as an addition to your application. All experience is considered as paid work experience, **unless** specified under the minimum qualifications; volunteer experience, unpaid internship experience (if internship is paid, verification must be provided) and education will not be accepted and/or substituted for experience in meeting the qualifications unless it is specified. ***FAX & COPIES ARE NOT ACCEPTED—THE ORIGINAL SIGNATURE MUST APPEAR IN INK.***
2. **NON-REFUNDABLE FILING FEE & FEE WAIVER:** A \$15 fee is required for EACH exam being filed for with the exception of the POLICE OFFICERS, DEPUTY SHERIFFS AND CORRECTIONS OFFICERS exams which require a \$25 filing fee. The **fee** must accompany your application. **Do not send cash!** A check or money order payable to Greene County Civil Service Commission is required **OR** if filing in person, credit card payments are now accepted. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater. This will appear as a separate charge on your statement. Include the exam title and exam number on your check or money order. Fees may be waived per C.S. Law §50.5(b). In order to be eligible for the FEE WAIVER, the completed Fee Waiver form must be submitted with your exam application. A \$10 SERVICE CHARGE will be imposed on any checks returned to the Greene County Treasurer.
3. **TIME AND PLACE OF EXAM:** Accepted candidates will be notified by letter approximately two (2) weeks prior to the exam date when and where to appear for the exam.
4. **MULTIPLE EXAMINATIONS & CROSS FILERS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written exam announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written exam, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all exams at one exam site. All exams for positions in State government are held at a State exam center. When taking both State and Local government exams, you are required to take all exams at the STATE exam site. For Greene County call (518) 719-3253, or obtain the cross filer form from our website or write to the above address no later than **two (2) weeks** prior to the date of the exams.
5. **SPECIAL EXAM ARRANGEMENTS & RELIGIOUS ACCOMMODATIONS:** If you require particular accommodations or special testing arrangements as a person with a disability or alternate test date candidate (in accordance with alternate test date policy) clearly indicate this on your Application and the required form must accompany the application. For religious accommodation, most written exams are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, please check the box under #5 "RELIGIOUS ACCOMMODATION." We will make arrangements for you to take the exam on a different date, usually the following Monday.
6. **AGE REQUIREMENT:** Unless otherwise specified in the exam announcement, there are no age restrictions. However, there may be statutory restrictions on your employment if you are under 18 or over 70 years of age.
7. **RESIDENCY REQUIREMENT:** Unless otherwise specified in the exam announcement, candidates in all open competitive exams must at the time of the exam, have been legal residents for at least one (1) month of the political subdivision in which they seek appointment.
8. **VETERANS' CREDIT:** Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotion exams), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the exam. Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in exams. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO PROVIDE APPROPRIATE DOCUMENTARY PROOF TO THIS OFFICE** indicating that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credit. An appropriate application form may be obtained at the Civil Service Office. ***FAILURE TO PROVIDE PROOF PRIOR TO ESTABLISHMENT OF THE ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.***
9. **ADDITIONAL SERVICE CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with Section 85-a of the C.S. Law children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
10. **TRANSCRIPTS & COLLEGE DEGREES:** Whenever college transcripts or diplomas are requested, they should be submitted with the application for the exam or as soon as possible thereafter before the examination. For further details contact this office.
11. **RATING & REVIEW:** The passing grade is 70. Unless the announcement states otherwise, this examination is being prepared and rated by NYS Civil Service in accordance with Section 23.2 of the NYS C.S. Law. The provisions of the NYS C.S. Rules and Regulations dealing with the preparation and rating of written exams will apply to this exam.
12. **TRAINING AND EXPERIENCE:** Training and experience will not be a subject of the exam unless specified on the front of the announcement. If a subject of the exam, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application which are subject to verification.
13. **ELIGIBLE LIST:** Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the exam. Lists are established for a duration of one year unless further extended. The resulting eligible list will be used to fill appropriate vacancies as they occur. Lists resulting from promotion examinations are certified first.
14. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES involving direct contact with students, a clearance for employment from the State Education Department is required.
15. **FOR POSITIONS REQUIRING CRIMINAL BACKGROUND INVESTIGATION & FINGERPRINTING:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the State background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of the Civil Service Law. As mentioned above, this Chapter applies to applicants or eligibles for original appointment to positions in the classified service. Current employees, transfer candidates, individuals reinstated from preferred lists pursuant to Section 81 of the Civil Service Law and applicants for promotion exams or current eligible's on promotion eligible lists are specifically exempted from the provisions of this Chapter. This act took effect July 22, 2003.
16. **CALCULATORS:** **Unless otherwise notified**, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **The calculator function on cell phones** and devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. You may not bring reference materials unless notified to do so.
17. **WEATHER:** Listen to your local TV & Radio Stations, (WNYT, WRGB, WTEN, WXXA & 98.5 THE CAT, OLDIES 93.5, 1230 WHUC, 810 WGY, 107.7 WGNA)
18. **EMERGENCIES (OTHER THAN WEATHER):** If any emergency prevents you from appearing for the exam, please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday) verifiable documentation of the reason must be provided.

**NOTE:** As a condition of employment only within Greene County Departments candidates receiving a conditional offer of employment must successfully pass a drug screen, failure to meet the above standards may result in disqualification. Also, any other entity or employer making a conditional offer of employment may also impose these same conditions.