



Our Future Starts
With *you!*

POSITION: Early Childhood Case Coordinator

DEPARTMENT: Children, Youth and Families

SALARY: \$37,598

WORK LOCATION: 112 State St. Albany, NY 12207

HOURS: 8:30am—4:30pm Mon—Fri

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

RESPONSIBILITIES:

This is a responsible position in determining and performing appropriate intake and community program linkages for referral sources including families. This employee maintains records of children served through child serving agencies through the Single Point of Entry. This position also follows up on a child's needs in obtaining primary health care to promote normal growth and development. Developmental surveillance and referrals as appropriate. The work is performed under the general supervision of the Single Point of Entry Coordinator. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with at least an Associate's Degree in Early Childhood Education or any other Human Services related field, such as Social Work, Psychology or Criminal Justice, and one (1) year of experience working directly with children in early childhood, or identifying and navigating service systems to ensure linkage for vulnerable populations; *OR*,
Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience working directly with children in early childhood, or identifying and navigating service systems to ensure linkage for vulnerable populations.

SPECIAL REQUIREMENT: At time of appointment and throughout employment:

Successful clearance from the State Central Registry in the New York State Office of Children and Family Services **and** the State Justice Center for the Protection of People with Special Needs (Background investigation is conducted by the appointing authority).

POINT OF CONTACT FOR INQUIRIES:

Carole Hackett, Administrative Aide

Carole.hackett@albanycountyny.gov

With this application please upload: a Cover Letter, Resume, Transcript, and Licenses (if required)

