



Our Future Starts  
With *you!*

**POSITION:** Family Services Specialist (HELPS)

**DEPARTMENT:** Children, Youth and Families

**SALARY:** \$52,175

**WORK LOCATION:** 112 State St. Albany, NY 12207

**BENEFITS:**

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

**DESCRIPTION:**

This employee provides assistance and direction to families with children in need of a wide range of special services for disabilities. The incumbent in this class is responsible for identifying and coordinating needed services as shown by case management plans on individual children. Work is performed under the supervision of the Early Intervention Service Manager. Does related work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from an accredited college or university with at least a Bachelor's Degree in Sociology, Human Services, Education or a closely related field and one (1) year of experience in public health, education, early childhood or community-based program for children/families; *OR*,
- B. Graduation from an accredited college or university with at least an Associate's degree in Sociology, Human Services, Education or a closely related field and three (3) years of experience in public health, education, early childhood or community based program for children/families; *OR*,
- C. Possession of a valid New York State license, certification, or registration in one of the following professions: occupational therapy assistant, licensed practical nurse, certified behavior analyst assistant, low vision specialist, vision rehabilitation therapist, physical therapy assistant, physician assistant, registered dietitian/certified dietitian/nutritionist and three (3) years of experience in public health, education, early childhood or community-based program for children/families.

**SPECIAL REQUIREMENT:**

- If applicant meets the minimum qualification requiring license, certification or registration (Section C above), then possession of such must be maintained throughout employment;
- Possession of a valid New York State driver's license at the 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 investigations are conducted by the appointing authority).

**POINT OF CONTACT FOR INQUIRIES:**

carole.hackett@albanycountyny.gov

**Please submit a copy of your resume and cover letter with this application.**

**Candidates will not have to take an exam for this title.** This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

