



Our Future Starts
With *you!*

POSITION: Single Point of Entry (SPOE) Coordinator

DEPARTMENT: Albany County Department of Children, Youth and Families

SALARY: \$69,424

WORK LOCATION: 112 State Street, Albany, NY 12207

BENEFITS:

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|--------------------------------------|-------------------------|-----------------------------------|
| ▶ Generous Paid Time-Off | ▶ NYS Retirement System | ▶ Work-Life Balance |
| ▶ Health, Dental, Vision and Hearing | ▶ Tuition Reimbursement | ▶ Public Service Loan Forgiveness |

DESCRIPTION:

The work involves actively overseeing a centralized intake process ensuring a coordinated, seamless system for women and children's services in Albany County work. Incumbent will work to coordinate data to facilitate decision making related to inter-agency collaborations and will oversee the implementation of initiatives designed to promote service delivery with efficiency and effectiveness. The individual in the position assumes a leadership and project manager role. The incumbent will work with County departments, consumers, families and community agencies. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER

- A. Graduation from an accredited college or university with at least a Master's Degree in Public Administration, Social Work, Health and Human Services Administration, or related Health and Human Services field and two (2) years of experience in a supervisory or administrative capacity involving the examining, analyzing of programs in a large public or private agency; *OR*,
- B. Graduation from an accredited college or university with a Bachelor's Degree in a Health and Human Services field, Social Work, Public Administration or a closely related field and four (4) years of experience in a supervisory or administrative capacity involving the examining, analyzing of programs in a large public or private agency.

SPECIAL REQUIREMENTS: *At time of appointment and throughout employment:*

1. Possession of a valid New York State driver's license.
2. Successful clearance from the State Central Registry in the New York State Office of Children and Family Services (Background investigation is conducted by the appointing authority).

Please submit a resume, cover letter and transcript with this application.

POINT OF CONTACT FOR INQUIRIES:

dcyfjobs@albanycountyny.gov

