



DATE: May 30, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Michael Iapocce, Commissioner of Social Services
1061 Development Court, Kingston, NY 12401

JOB VACANCY: Emergency Housing Coordinator / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$31.01 / hour (Grade 14)

FILL DATE: June 21, 2024

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Housing & Homelessness, the incumbent provides direct support to emergency housing clients or potential clients at emergency housing shelters as well as hotels and motels used for emergency housing placements, and locations where Ulster County residents potentially in need of emergency housing regularly congregate. Work is performed under the general supervision of the Director of Housing & Homelessness, with some leeway allowed for independent judgment. Supervision over the work of others is not normally a function of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of local, state, and federal related housing programs, procedures, laws and regulations; good knowledge of emergency housing options available in the community; working knowledge of the need in the community for housing; working knowledge of DSS organization, policies, procedures, and objectives; ability to organize and coordinate information regarding housing; ability to work collaboratively within a team to provide services; ability to utilize effective reporting systems; ability to communicate effectively both verbally and in writing; ability to establish and maintain working relationships with DSS staff, local officials, partners, vendors and other professionals as required; ability to identify positively with people; ability to relate well with others under stressful conditions; good organizational skills; good powers of observation; resourcefulness; integrity; sound professional judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a bachelor's degree and one (1) year of full-time paid, or its' part-time equivalent, experience in a human services setting determining eligibility for services, which included experience in housing services; **OR**
- B. Possession of an associate's degree and three (3) years of full-time paid, or its' part-time equivalent, experience in a human services setting determining eligibility for services, one (1) year of which must have included experience in housing services; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

Note: Your degree or college credits must have been awarded or earned 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/U.S. 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.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.