DATE: November 4, 2026

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

FROM: Eve Walter, Public Health Director
239 Golden Hill Drive, Kingston, NY 12401

JOB VACANCY: Complex Care Coordinator / Permanent/Provisional / Full-Time / Benefited

LOCATION: GH Office Building

SALARY: $40.91 / hour (Grade 17)

FILL DATE: November 30, 2026

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class coordinates and monitors health care and support services for clients of the Ulster County Health Department. The work involves assessing client needs, developing and monitoring care plans, providing health education, coordinating referrals and connecting clients with appropriate health and community resources. The work is performed under the general supervision of a Supervising Public Health Nurse. Referrals are received from physicians, family members, hospitals, the patients or other community agencies. Within each assignment, leeway is allowed for the exercise of independent judgment in technical details. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of community resources available to patients and of the administrative organization of community facilities; working knowledge of the current principles, practices and techniques of public health and health care coordination; ability to plan and coordinate health care and support services for individuals, families and groups; ability to establish and maintain cooperative working relationships and function effectively as a member of a treatment team; ability to accept and utilize professional guidance and to follow oral and written directions; ability to prepare reports and correspondence; ability to keep clear and accurate records; ability to communicate effectively; sound professional judgment; accuracy.

MINIMUM QUALIFICATIONS: Either:

A. Associate Degree in Nursing Possession of a license, and current registration, issued by the State of New York to practice as a Registered Professional Nurse; and one (1) year of experience in healthcare settings **OR**

B. Possession of Bachelor's Degree in Health Sciences, Social Work, Public Health, or closely related health or human services field and one (1) year of full-time paid or its part-time equivalent experience in health care or public health; **OR**

C. Possession of an Associate's Degree in Health Science, Social Work, Public Health, or closely related health or human services field and three (3) years of full-time paid or its part-time equivalent experience in health care or public health.

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 Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.
If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form.
Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

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.

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