

## **ASSISTANT DIRECTOR OF SOCIAL SERVICES (FCAC)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position that reports directly to the Deputy Commissioner for Services. An employee in this class is responsible for the operation of the Family and Child Advocacy Center (FCAC). The employee will facilitate the development of new programs for the FCAC and monitor and evaluate the progress of such programs. The employee will have direct responsibility for developing and implementing all grants and budgets as well as supervising part-time and support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and manages all grants pertaining to the FCAC, including all grant reports, modifications and expenditures;

Directs the coordination of all support staff;

Assists with the preparation of all FCAC plans required by the Office of Children and Family Services (OCFS), Office of Victim Services (OVS) and the Commissioner of Social Services;

Implements and monitors FCAC reporting systems;

Chairs multi-disciplinary case review meetings and other forums to ensure effective, coordinated and expert responses to instances of child sexual abuse, physical abuse, child fatalities and domestic violence;

Maintains operational policies, procedures, protocols and other related documents for the effective management of all FCAC grants;

Develops protocols and procedures related to the operation of the FCAC;

Plans and chairs the Executive Committee meetings;

Screens, interviews, hires and may evaluate part-time staff;

Responsible for developing and updating memoranda of understanding and purchase of service contracts.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of performance standards for FCAC professionals; ability to establish goals and priorities; ability to conduct meetings and coordinate the work of others; ability to prepare detailed written documents, reports and correspondence; ability to record review systems which evaluate documentation of service delivery; ability to elicit staff cooperation and support in compliance with standards; ability

to interpret procedures to staff and to instruct staff; ability to plan, direct and coordinate the orientation of part-time staff; ability to interact effectively with other administrative staff; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; emotional maturity; tact; courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Master's Degree in Human Services, Public Administration, Sociology or a closely related field and four (4) years of full-time paid experience in a recognized governmental or social agency adhering to acceptable standards which provided or coordinated the provision of health and/or human services, two (2) years of which must have been in a supervisory capacity; **OR**
- B. Possession of a Bachelor's Degree or higher which included or was supplemented by a minimum of fifteen (15) semester credit hours in the behavioral sciences and six (6) years of full-time paid experience in a recognized governmental or social agency adhering to acceptable standards which provided or coordinated the provision of health and/or human services, two (2) years of which must have been in a supervisory capacity.

**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.

**Note:** For the purpose of this position, behavioral sciences would include courses in such areas as psychology, sociology, social work and anthropology.

ULSTER COUNTY  
0372 AST D FCAC  
Classification: Competitive  
Union: UCSA  
MGT

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